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RULES

OF THE

Board of Education

AND

REGULATIONS

OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

ADOPTED FEBRUARY 2, 1887.

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SAN FRANCISCO:
FRANK EASTMAN & CO., PRINTERS, 509 CLAY STREET.
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BOARD OF EDUCATION

1887.

PRESIDENT . . . . . W. F. GOAD.

Members.	Offices.	Residences.
W. F. GOAD	606 Montgomery St	N.W. Wash'n and Gough.
DAVID BARRY	N. W. Folsom and 9th	1330 Folsom St.
AUG. J. BOWIE, JR	217 Sansome St	1913 Clay St.
R. C. HOOKER	336 Pine St	1311 Hyde St.
JAS. L. HALSTEAD	946 Mission St	1033 Golden Gate Ave.
CHARLES KOHLER	626 Montgomery St	1358 Post St.
J. W. McDONALD	234 Montgomery St	1307 Devisadero St.
JOHN O'KANE	767 Market St	1125 McAllister St.
JOS. ROTHSCHILD	509 Montgomery St	218 Stockton St.
C. B. STONE	304 California St	130 Haight St.
JOHN A. STEINBACH	140 Montgomery St	511 Mason St.
THOS. P. WOODWARD	522 California St	2741 Pine St.

SUPERINTENDENT OF COMMON SCHOOLS:

J. W. ANDERSON.....New City Hall.

Residence, 3044 Sixteenth Street.

DEPUTY SUPERINTENDENT OF COMMON SCHOOLS:

H. W. PHILBROOK.....New City Hall.

Residence, 1308½ Ellis Street.

SECRETARY:

GEORGE BEANSTON.....New City Hall.

Residence, 1014 Fillmore Street.

ASSISTANT SECRETARY:

W. H. MILLER.....New City Hall.

Residence, 20 Pearl Street.

ASSISTANT SECRETARY:

STUART ALDRICH.....New City Hall.

Residence, 1034 Jackson Street.

BOOK-KEEPER:

W. G. LANSING.....New City Hall.

Residence, 1820 Post Street.

MESSENGER:

ALEXANDER IMBRIE.....New City Hall.

Residence, 1614 Pacific Street.

STANDING COMMITTEES.

CLASSIFICATION:

STONE, BOWIE, STEINBACH, WOODWARD, GOAD, ANDERSON.

RULES AND REGULATIONS:

BOWIE, KOHLER, ROTHSCHILD, STONE, GOAD, ANDERSON.

CREDENTIALS AND QUALIFICATIONS OF TEACHERS:

HOOKER, ROTHSCHILD, HALSTEAD, GOAD, ANDERSON.

SCHOOL HOUSES AND SITES:

MCDONALD, KOHLER, BARRY, HOOKER, GOAD.

SALARIES:

ROTHSCHILD, BOWIE, STONE.

FURNITURE AND SUPPLIES:

STEINBACH, ROTHSCHILD, MCDONALD.

FINANCE:

BARRY, WOODWARD, HOOKER.

JUDICIARY:

HALSTEAD, STEINBACH, O'KANE.

PRINTING:

KOHLER, WOODWARD, BARRY.

JANITORS:

O'KANE, MCDONALD, BARRY, ANDERSON.

VISITING:

WOODWARD, MCDONALD, O'KANE, HALSTEAD.

Office Hours for School Business.

W. F. Goad.....666 Montgomery Street.
Wednesdays and Fridays, from 3 to 4 P. M.

David Barry.....1330 Folsom Street.
Tuesdays and Thursdays, from 9 to 10 A. M., and from 4 to 6 P. M.

Augustus J. Bowie, Jr.....217 Sansome Street.
Mondays, Wednesdays and Fridays, from 3 to 4 P. M.

R. C. Hooker.....336 Pine Street.
Saturdays, at 2 P. M.

James L. Halstead.....946 Mission Street.
Tuesdays, from 4 to 5:30 P. M., and Saturdays, from 3 to 5 P. M.

Charles Kohler.....626 Montgomery Street.
Wednesdays, from 3 to 5 P. M.

J. W. McDonald.....234 Montgomery Street.
Tuesdays and Saturdays, from 3 to 5 P. M.

John O'Kane.....767 Market Street.
Tuesdays and Fridays, from 7 to 9 A. M.

Jos. Rothschild.....507 Montgomery Street.
Wednesdays, from 3:30 to 4:30 P. M., and Saturdays, from 2 to 3 P. M.

C. B. Stone.....130 Haight Street.
Mondays, Thursdays and Fridays, from 6:30 to 8 P. M.

John A. Steinbach.....140 Montgomery Street.
Mondays, Wednesdays and Saturdays, from 4 to 6 P. M.
At Department Store room, for Janitors, Fridays, from 10 to 11 A. M.

Thomas P. Woodward.....522 California Street.
Wednesdays and Fridays, from 3 to 6 P. M.

RULES

OF THE

BOARD OF EDUCATION.

ORGANIZATION.

Election of President.

SECTION 1. The Board of Education shall meet on the first Monday in January of each year, and shall elect, by ballot, a President, whose term of office shall continue for one year. In the absence of the President, a President *pro tem.* shall be chosen, who shall possess the powers and perform the duties of the President.

Standing Committees.

SEC. 2. The President shall appoint, during the month of January, subject to the approval of the Board, the following Standing Committees, consisting of three or more members each:

1. Classification.
2. Rules and Regulations.
3. Credentials and Qualifications of Teachers.
4. School Houses and Sites.
5. Salaries.
6. Furniture and Supplies.
7. Judiciary.
8. Finance.
9. Printing.
10. Janitors.
11. Visiting.

Regular Meetings.

SEC. 3. The Board shall hold its regular meetings on the first and third Wednesdays of each month, when the roll shall be called and the Board shall immediately proceed to business, or adjourn. The hour of opening the sessions of the Board shall be eight o'clock P. M.

Quorum.

SEC. 4. Seven members shall constitute a quorum for the transaction of business.

POWERS AND DUTIES OF THE PRESIDENT.

Order of Business.

SEC. 5. The President shall take the chair at the hour appointed for the meeting of the Board, shall call the members to order, and, on the appearance of a quorum, shall cause the records of the last meeting to be read. If a quorum be not present within fifteen minutes past the regular hour for meeting, the Board shall stand adjourned. The order of business shall be as follows:

1. Reading of the minutes.
2. Communications and Petitions.
3. Report of Superintendent.
4. Reports of Standing Committees.
5. Appointment, Election, and Nomination of Teachers.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.

Points of Order.

SEC. 6. The President shall preserve order and decorum at the meetings; he may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board, on motion of any member, regularly seconded; and no other business shall be in order until the question on the appeal shall have been decided.

Order of Speaking.

SEC. 7. When two or more members rise to speak at the same time, the President shall name the member who may speak first.

Duties of the President.

SEC. 8. The President shall declare all votes; but if any member doubt the vote, the President, without debate, shall require the members voting to rise and stand until they are counted, and shall declare the result.

Committee of the Whole.

SEC. 9. The President shall appoint a Chairman when the Board goes into the Committee of the Whole; at any other time he may call any member to the chair; but such substitution shall not continue longer than one meeting.

Yeas and Nays.

SEC. 10. The President shall, at the request of one member, take the sense of the Board by yeas and nays.

Order of Motions.

SEC. 11. All questions shall be stated by the President in the order in which they were moved, unless the subsequent motion shall be previous in its nature; except that in naming

sums and fixing times, the largest sum and the longest time shall be put first. After a motion is seconded and stated by the President, it shall be disposed of by vote of the Board, unless withdrawn by consent of the Board before a decision or an amendment.

Motion to Adjourn.

SEC. 12. The President shall consider a motion to adjourn as always in order, except when a member has the floor, or when a question has been put and not decided, or during roll-call; and motions to adjourn, to lay upon the table, to take from the table, and for the previous question, shall be decided without debate.

Previous Question.

SEC. 13. The President shall put the previous question in the following form: "Shall the debate now cease?" and all debate shall be suspended until the previous question shall have been decided. The adoption of the previous question shall put an end to all debate and bring the Board to a direct vote upon pending amendments, if there be any, in their regular order, and then upon the main question.

Special Meetings.

SEC. 14. The President may, and at the written request of any three members shall, call a special meeting of the Board; but no meeting of the Board shall be called on shorter notice than twenty-four hours, and no business shall be transacted thereat except that for which the meeting shall have been called.

Appointment of Committees.

SEC. 15. All committees shall be appointed by the President unless otherwise ordered by the Board.

President Ex-Officio Member of Certain Committees.

SEC. 16. The President shall be *ex-officio* a member of the Committee on Classification, of the Committee on Credentials and Qualifications of Teachers, of the Committee on Rules and Regulations, and of the Committee on School Houses and Sites.

RIGHTS AND DUTIES OF MEMBERS.

Duties of Members in Debate.

SEC. 17. When any member is about to speak, he shall rise in his place, address the President, and confine himself strictly to the question under discussion.

Seven Votes Required to Pass Any Measure.

SEC. 18. No measure or proposition shall be valid unless passed by seven votes, except motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, in which cases a majority of the members present shall be sufficient.

SEC. 19. Every member shall give his vote when a question is put, unless excused by the Board for special reasons; and the question of excuse shall be decided without debate.

Rules of Debate.

SEC. 20. No member shall speak more than twice on the same subject, without leave of the Board, unless he be the mover or proposer of the matter pending, in which case he shall be permitted to reply a second time, but not until all other members choosing to speak shall have done so.

Reconsideration.

SEC. 21. No member who did not vote with the majority shall move a reconsideration of the vote. A reconsideration can only be had at the same or first subsequent meeting.

Resolutions to be in Writing.

SEC. 22. All resolutions shall be submitted in writing, with the name of the mover, and any motion shall be submitted in writing, if the President so direct.

Record of the Committee of the Whole.

SEC. 23. Propositions made in Committee of the Whole, unless carried, shall not be entered on the journal.

Amendments.

SEC. 24. No motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment.

Order of Motions.

SEC. 25. When a question is under debate, no motion or proposition shall be entertained, except motions to adjourn, to lay on the table, the previous question, to postpone indefinitely, to postpone to a given day, to commit, to amend, to substitute; which several motions shall take precedence in the order in which they are above stated.

Votes for Disbursement of Money shall be by Yeas and Nays.

SEC. 26. All motions, resolutions, orders and votes of the Board, requiring the disbursement of money, shall be taken by yeas and nays and the vote registered.

Elections.

SEC. 27. All elections, except for President, shall be *viva voce.*

Motions Committed.

SEC. 28. All motions and reports may be committed, and re-committed at the pleasure of the Board.

Division of a Question.

SEC. 29. Any member may require the division of a question when it is susceptible of division.

Reading of Papers.

SEC. 30. When the reading of a paper is called for, and the same is objected to by any member, the matter shall be determined by a vote of the Board.

Three-fourths Vote Required to Suspend Rules and Regulations.

SEC. 31. The consent of three-fourths of the members shall be requisite for the suspension of any rule of the Board or regulation of the schools.

Parliamentary Authority.

SEC. 32. If, at any meeting of the Board, questions arise which are not treated of above, they shall be decided by an appeal to "Cushing's Manual."

Amendment or Repeal of Rules.

SEC. 33. The Rules and Regulations may be amended or repealed at any regular meeting of the Board by an affirmative vote of nine members, notice thereof having been given in writing at a previous meeting.

DUTIES AND POWERS OF STANDING COMMITTEES.

Committee Meetings.

SEC. 34. All Committee meetings of the Board shall be public, unless in the opinion of any committee public interests require executive sessions.

Committee on Classification.

SEC. 35. The Committee on Classification shall determine the classification of all schools, and the promotions of classes

in the same, and shall recommend to the Board the course of instruction to be pursued therein.

SEC. 36. They shall determine at what time, and in what manner pupils shall be promoted from one grade to another, and shall supervise and direct the examinations for the promotion of pupils in all grades of the schools of the Department.

SEC. 37. They shall have power to transfer pupils from one school to another, when good reasons exist for so doing.

SEC. 38. They shall recommend to the Board the adoption of such text-books as may be needed in the course of study.

SEC. 39. They shall determine the rank of all assistant teachers, and shall recommend to the Board all promotions of such assistant teachers from one grade to another, in the same school; and no such promotions shall be made unless the same shall have been recommended by this committee.

SEC. 40. They shall determine the number of substitute teachers that may be needed, from time to time, in order to accommodate the work of the Department, and report the same to the Board for their action.

SEC. 41. They shall receive and act upon all reports of the Superintendent, the Deputy Superintendent, the Inspecting Teachers, Principals and Acting Principals, with regard to unsuccessful or incompetent teachers, and shall report thereon to the Board for final action.

Committee on Rules and Regulations.

SEC. 42. The Committee on Rules and Regulations shall take into careful consideration every proposition presented to the Board to appeal or to amend any rule, whenever the same shall be referred to them, and shall report in writing, stating their reasons for or against the proposed alteration. And it

shall be the duty of the Committee to recommend such alterations or amendments to the Rules and Regulations as they may at any time deem proper or necessary.

Sec. 43. They shall attend to all matters of discipline referred to them by the Board, or any member thereof, or the Superintendent, and shall investigate the charges which may be preferred against any teacher or school officer, for neglect or violation of duty, with power to suspend any teacher or employee of the Board, and shall report the facts to the Board at the next regular meeting.

Sec. 44. The Committee on Rules and Regulations shall have power to grant excuses for absence to teachers for a period not exceeding two weeks, or until the next regular meeting of the Board.

Sec. 45. All complaints against teachers, or other employees of the School Department, must be made in writing and verified, and shall be addressed to the Secretary of the Board of Education.

Committee on Credentials and Qualifications of Teachers.

Sec. 46. The Committee on Credentials and Qualifications of Teachers shall take under consideration all nominations of teachers made in open Board. They shall carefully examine into the merits and qualifications of such nominees, and report to the Board the candidates whom they consider to be best qualified to fill the positions for which the nominations were made. They shall report to the Board the reasons for their recommendation, and no person whose fitness for a position as teacher has not been considered by this Committee shall be eligible to election to any position as teacher in the Department.

Committee on School Houses and Sites.

SEC. 47. The Committee on School Houses and Sites shall exercise a general supervision over the school houses and school lots of the Department.

SEC. 48. They shall have the supervision of all repairs, and shall have the control of all persons employed in the Carpenter's Department; *provided*, that the Board shall at all times designate the number of employees thereof.

SEC. 49. They shall from time to time purchase such lumber, hardware, nails, paints, and other material as may be required by the Carpenter's Department, and the Chairman of this Committee shall indorse all requisitions for such material.

SEC. 50. They shall communicate in writing all information in regard to the location, erection and alteration of school buildings and the repairs thereof, for the final action of the Board.

SEC. 51. They shall report in writing, during the month of May in each year, the condition of all school property; and when said report has been duly approved by the Board, they shall require the Secretary to advertise for two weeks in two daily papers of general circulation, published in this city (one morning and one evening paper, to be designated by the Committee), for sealed proposals for supplying the Department with whatever lumber, nails, hardware, paints, and other material that may be needed by the Carpenter's Department during the succeeding fiscal year, beginning the first of July following.

Sec. 52. They shall, also, under the direction of the Board, require the Secretary to advertise for two weeks in two daily papers having a general circulation (one morning and one evening paper, to be designated by the Committee), for sealed proposals for repairs or additions to school houses

in all cases where the estimated cost exceeds $200, and the erection of new school buildings; and shall propose plans and specifications therefor to the Board. All such proposals shall be received by the Superintendent at a public meeting of the Board, and opened at that meeting, and, when accepted, the Committee shall supervise the contract made by the Board, and see to its proper execution.

Committee on Salaries.

SEC. 53. The Committee on Salaries shall, annually, in June, report a schedule of the salaries of teachers and all other employees of the Department, except mechanics and laborers, paid monthly by the Board, said schedule to commence on the first day of July following, and continue for one year.

Committee on Judiciary.

SEC. 54. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to them by the Board.

Committee on Furniture and Supplies.

SEC. 55. The Committee on Furniture and Supplies shall, from time to time, recommend the purchase of such school furniture, apparatus, and supplies as may be found necessary, and they shall supervise and direct the purchase of the same. They shall, in May of each year, require the Secretary of the Board to advertise for two weeks in two daily papers having a general circulation (one morning and one evening paper, to be designated by the Committee), for sealed proposals for supplying the Department with whatever stationery, furniture, fuel, stoves, and other articles, except those specified in Sections 48 and 50, that may be needed by the schools, or by the Board during the succeeding year, beginning the first of July following.

Committee on Finance.

SEC. 56. The Committee on Finance shall audit all bills against the School Fund. All demands, except the current monthly expenses of salaries, rents, water, and bills presented under written contracts with the Board, shall be sworn to by the persons presenting the bills.

SEC. 57. The Committee shall, semi-annually, in July and January, examine the accounts of the Secretary of the Board, and the books and accounts of the book-keeper, and shall obtain from the City and County Auditor and Treasurer a correct statement of the finances of the School Department.

SEC. 58. They shall, at the last regular meeting in February of each year, report to the Board an estimate of the amount of money which will be required during the year for the purpose of meeting the current annual expenses of public instruction in said City and County, specifying the amount required for supplies furnished to pupils, for purchasing and procuring sites, for leasing rooms and buildings, for erecting buildings, and for furnishing, fitting up, altering, enlarging and repairing the buildings and premises under their charge, for the support of schools which shall have been organized since the last annual apportionment by the Board, for salaries of teachers, janitors, clerks, and other employees of the Board, and for such further sum or sums as may be necessary for any of the purposes authorized by the Act approved April 1st, 1872.

SEC. 59. They shall report, at the first regular meeting of each month, the amount remaining unexpended subject to use for the balance of the fiscal year.

Committee on Printing.

SEC. 60. The Committee on Printing shall have the supervision of all printing ordered by the Board, and shall, in May of each year, require the Secretary to advertise for two weeks

in two daily papers having a general circulation (one morning and one evening paper, to be designated by the Committee), or sealed proposals for printing such blanks, cards, record books and other similar supplies of the Department as may be required during the next fiscal year.

Committee on Janitors.

SEC. 61. The Committee on Janitors shall recommend to the Board suitable persons for the position of Janitors. When necessary, the Committee shall have power to appoint or suspend Janitors temporarily, and shall report the same to the Board for approval at the next regular meeting.

Visiting Committee.

SEC. 62. It shall be the duty of the Visiting Committee to visit the schools of the Department, from time to time, and note the methods of teaching, the general management of the different schools, and the condition of the school buildings, and report the same to the Board whenever they deem it necessary. They shall keep a record of such visits, which shall be open to the inspection of members of the Board; and shall report any cases of irregularity to the Committee on Rules and Regulations, and all cases of inefficiency to the Committee on Classification.

Authority of the Board Necessary to Incur Expense over One Hundred Dollars.

SEC. 63. No Director shall incur any expense against the Department unless authorized by the Board; *provided*, that in case of urgent necessity, or in matters relating to repairs or supplies, on the application of any Director, or of the Superintendent, the Committee on School Houses and Sites, or the Committee on Furniture and Supplies, shall be authorized to expend a sum not to exceed one hundred dollars.

Teachers—Examination of Teachers.

SEC. 64. All teachers hereafter to be appointed or elected (excepting those holding California State Normal School Diplomas, California Life Diplomas, California State Educational Diplomas, and graduates of the San Francisco City Normal Class, and of the California State University when recommended by the Faculty), must pass an examination under the direction of the Board of Education.

SEC. 65. The Board of Education may allow the applicants for first and second grade certificates extra credits at the rate of one per cent. for each year's teaching, but not to exceed ten per cent. for successful experience in teaching.

SEC. 66. Second grade certificates only shall be granted to applicants who have less than two years' experience as teachers.

SEC. 67. In order to receive second grade certificates, applicants shall be required to pass an examination, and to receive an average of eighty-five per cent. in the subjects required by the State law for second grade certificates.

SEC. 68. Graduates of the Normal Department of the Girls' High School of San Francisco shall be entitled to receive first grade certificates; *provided*, they shall have obtained on examination and success in teaching, a standing of not less than eighty-five per cent; and graduates who obtain from eighty to eighty-five, shall receive a second grade certificate.

SEC. 69. After July 1st, 1887, the first three vacancies occurring in the Substitute Class shall be filled by appointment from the graduates of the Normal Class of May, 1887, in the order of their rank in graduation, And thereafter, in the beginning of each school year, the first three vacancies shall be filled in a similar manner, from the class last graduated; *provided*, that no graduate of said Normal Class shall

be appointed, under the rule, unless she shall have received upon examination at least *ninety* per cent.

SEC. 70. After having taught successfully two years, the holders of San Francisco second grade certificates granted subsequent to January, 1880, shall be entitled to first grade certificates upon passing an examination, and receiving an average of at least eighty-five per cent. in Algebra (through quadratics), Physiology, Music, Drawing, Book-Keeping, Elementary Physics, and Science of Common Things, and Herbert Spencer's Essays on Education.

SEC. 71. After four years of successful experience, the holders of San Francisco first grade certificates, granted subsequent to June, 1882, shall be entitled to High School certificates, upon passing an examination and receiving an average of at least eighty-five per cent. in Physics, Geometry, English Literature, Bain's Education, and any two of the following subjects, viz.: Botany, Geology, Chemistry, General History, and Higher Algebra.

SEC. 72. Holders of San Francisco certificates of any grade obtained previous to January, 1880, having had the requisite experience, shall be entitled to certificates of the next higher grade, upon passing successfully an examination in the additional subjects herein required for certificates of the higher grade.

SEC. 73. Applicants who are holders of certificates obtained elsewhere, having had the required experience, shall be entitled to certificates of any grade, upon passing an examination in all the subjects required for certificates of that grade and the grades below.

SUBSTITUTE CLASS.

SEC. 74. All the Assistant Teachers in the Primary and Grammar Schools, shall be appointed originally to the Substitute Class, and each Director, in turn, may nominate one candidate for each vacancy, as it occurs in said Class; all nominations to be made in open Board. The nominations shall be referred to the Committee on Credentials and Qualification of Teachers, who shall report at the next meeting of the Board. On a favorable report of said Committee, the Board shall proceed to elect, *viva voce*, the candidate or candidates recommended to fill the vacancy or vacancies.

Regular Teachers.

SEC. 75. Appointments to the regular force of teachers in the Primary and Grammar Schools shall be made from the Substitute Class, except by unanimous vote of the Board.

SEC. 76. The Committee on Classification shall recommend, and the Board shall elect, the senior teacher in the Substitute Class for each vacancy in the regular force; *provided*, that the general tenor of the reports of the Principals in whose schools he or she has been acting as substitute is in his or her favor.

SEC. 77. Whenever the senior substitute teacher fails to receive such recommendation, the Joint Committee on Credentials and Qualifications of Teachers and Classification shall have power to place his or her name back on the list. If, when his or her name is reached a second time, the indorsements are still found to be insufficient, the name shall be dropped from the rolls.

SEC. 78. One month prior to the expiration of a probationary term of six months on the regular force, the Principal of the School in which a probationary teacher has served, shall report to the Superintendent; and he, at the expiration of the six months, shall report to the Committee on Classification, upon the success of the probationer, whereupon the Board shall confirm or annul the appointment, according as the report is favorable or the reverse.

SEC. 79. Upon the receipt of a report of a Principal, against a regular teacher, or at the request of a Principal, the Chairman of the Visiting Committee and the Superintendent shall visit the school, and, after due investigation, shall recommend to the Committee on Classification the course to be pursued.

SEC. 80. Upon a report from the Committee on Rules and Regulations, charging a teacher with unprofessional conduct, or upon a report of inefficiency by the Committee on Classification, a substitute teacher, a probationer, a regular teacher, or an inspecting teacher, may be dropped from the rolls at any time; but no such action shall be taken against a teacher, unless such teacher has had an opportunity of a due hearing before the proper committee.

SEC. 81. Whenever the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Superintendent, who shall at once inform the Committee on Classification. Said Committee will then designate the teacher who shall be promoted to fill the vacancy, and, at the next regular meeting of the Board, report their action for confirmation.

SEC. 82. Any teacher hereafter appointed or elected to the Commercial School must be the holder of a Special City Certificate, authorizing him or her to instruct in the special branch that he or she may be employed to teach.

EVENING SCHOOL TEACHERS.

SEC. 83. All Assistant Teachers in the Evening Schools shall be appointed originally to the Evening School Substitute Class, and each Director may nominate a candidate in turn, as a vacancy occurs. All nominations shall be referred to the Committee on Credentials and Qualifications of Teachers, who shall report their action at the next meeting of the Board, for confirmation.

SEC. 84. No teacher employed in the Day Schools shall be eligible to a position in the Evening Schools.

Salaries of Teachers.

SEC. 85. The salaries of Teachers shall commence at the time they respectively enter upon their duties.

Absence.

SEC. 86. No teacher absent from duty shall be paid for the time of absence, unless excused by the Board.

Transfers.

SEC. 87. All propositions to transfer Teachers from one school to another shall be referred to the Committees on Classification and on Credentials and Qualifications of Teachers acting jointly, who shall consider such propositions and report on the same at the next regular meeting of the Board.

SUPERINTENDENT AND HIS DUTIES.

SEC. 88. The Superintendent of Common Schools is the executive officer of the Board, and shall act under the advice and direction of the Board, and shall have superintendence of all the Public Schools, and of all the Teachers and Assistants,

record books, blanks, etc., and the apparatus intended for instruction in the schools. He shall devote himself exclusively to the duties of his office. He shall attend all meetings of the Board, and, when requested, those of the Standing Committees. He shall keep regular office hours other than school hours, at the rooms of the Board.

SEC. 89. He shall direct, and, as far as possible, supervise the details of instruction in all the Public Schools of the city. He shall note the manner by which their defects may be obviated and their efficiency promoted, and if, under the existing rules of the Board, it be not within his power to supply the necessary remedies, he shall recommend to the Board such changes in the rules and government as may accomplish that end with such other measures as to him may seem advisable.

Visit Schools—Call Teachers' Meetings.

SEC. 90. He shall make himself familiar with the wants and conditions of the School Department, and shall report to the Classification Committee, from time to time, the schools and classes visited by him, and the condition thereof. He shall have power to call occasional meetings of teachers whenever he may deem such meetings necessary.

Aid to Committees—Ex-Officio Member of Certain Committees.

SEC. 91. He shall render such aid and communicate such information to the various committees as they may require. He shall be, *ex-officio*, a member of the Committees on Classification, Credentials and Qualifications of Teachers, Rules and Regulations, and Janitors, with only the same rights that he has as a member of the Board.

Forms and Blanks.

SEC. 92. He shall prepare, in uniform style, the forms of all blanks, cards, circulars, etc., used in the Department, and shall indorse all orders and requisitions before they are submitted to the Committee on Printing.

Reporting of Teachers.

SEC. 93. It shall be his duty to report to the Committee on Rules and Regulations the name of any teacher guilty of willful violation of the Rules and Regulations of the Board of Education, or of unprofessional conduct.

Transfer of Pupils.

SEC. 94. He shall have power, with the consent of the Classification Committee, to transfer pupils from one school to another, when good reasons exist for so doing.

Exchange of Documents.

SEC. 95. He shall exchange the educational documents of the Board with those of the educational officers in this country, and in other countries, and shall preserve the documents so received in the library of the Board.

Semi-Annual Financial Report.

SEC. 96. He shall report semi-annually the financial condition of the Department, and shall make an annual report, at the end of the school year, showing the receipts and expenditures of the schools, and their educational condition.

SEC. 97. He shall, at the first regular meeting of the Board in January in each year, report to the Board, in writing, the whole number of schools within its jurisdiction, the length of time they shall have been kept open, the number of pupils taught in each school, the whole amount of money drawn from the Treasury for the purpose of education during the year ending at date of report, distinguishing the amount received from the general fund of the State, and from all other and what sources, the manner in which such moneys shall have been expended, and such other information as the

State Superintendent of Public Instruction may, from time to time, require in relation to public school education in the City and County of San Francisco.

SEC. 98. He shall examine, ascertain and report to the Board of Education whether the provisions of the Act in relation to religious sectarian teaching and books have been violated in any of the schools, and shall make a monthly report to the Board of Education, stating which of the schools have been visited by him, and adding such comments in respect to the matters here specified as he may deem advisable.

SEC. 99. He shall, at the first regular meeting in July and January of each year, report in writing to the Board all matters relating to the government, course of instruction, books, studies, discipline, and conduct of such schools, and the condition of the school houses, and of the schools generally.

Duties Required by State Law.

SEC. 100. The Superintendent shall have power and it shall be his duty—

1. To distribute promptly all reports, forms, laws, circulars and instructions which he may receive for the use of school officers from the Department of Instruction, or the State Board of Education.

2. To report to the Superintendent of Public Instruction, annually, on or before the twentieth of August, for the school year ending the last day of June next preceding, such statistics as may be required by him or by the State Board of Education.

3. To preside over County Teachers' Institutes.

4. To enforce the use of text-books adopted by the Board of Education.

5. To keep on file and preserve in his office the biennial reports of the Superintendent of Public Instruction.

6. To carefully preserve all reports of school officers and teachers, and, at the close of his official term, deliver to his successor all records, books, documents and papers belonging to the office.

DEPUTY SUPERINTENDENT.

Office Hours of Deputy Superintendent.

SEC. 101. The Deputy shall act under the general direction of the Superintendent, and in the absence of the latter, shall keep the office hours, and perform the usual official duties of the Superintendent.

SEC. 102. He shall devote his time exclusively to the duties of his office; and it shall be his special duty to visit schools, and to ascertain, by frequent oral examination, the condition of the classes.

SEC. 103. It shall be his duty to observe carefully the methods of teaching and discipline pursued by teachers. He shall give advice and assistance to teachers, and shall, in their presence, exemplify before their classes the best methods of teaching.

SEC. 104. He shall once a month present to the Superintendent a written report of the efficiency of the teachers and the condition of the classes that have been visited by him, and all such reports shall be preserved in the office of the Superintendent for the use of the Committee on Classification, and of the Board.

INSPECTING TEACHERS.

SEC. 105. The Board shall appoint a Head Inspecting Teacher and such Assistant Inspecting Teachers as may be necessary for the proper supervision of the schools of the Department.

SEC. 106. The Inspecting Teachers shall act under the direction of the Committee on Classification; and it shall be their duty, in connection with the Superintendent and the Deputy Superintendent, to inspect the Public Schools, introducing such new and improved methods of teaching as they may deem desirable.

SEC. 107. They shall make monthly reports to the Superintendent, showing the condition of the classes visited by them, and suggesting such remedies for defects discovered as they may deem necessary to secure the greatest efficiency of the Department. Such reports shall be embodied by the Superintendent in his monthly report to the Committee of Classification.

DUTIES OF THE SECRETARY.

Records and Files—Rents—Bonds.

SEC. 108. The Secretary shall have charge of the records of the Board and of all papers directed to be placed on file; he shall keep a full and accurate record of the proceedings of the Board, and an index of the same. He shall collect all rents and other moneys due the Department, keep an accurate account of the same in a regular cash-book, and immediately pay all moneys into the Treasury and take the Treasurer's receipt therefor. He shall give bonds in the sum of three thousand dollars for the faithful performance of his duties.

Notices to be Given.

SEC. 109. He shall notify all members of special and adjourned meetings; he shall notify the Chairman of every Committee appointed, stating the names of the members associated with him; he shall notify teachers of their appointments, and give such other notices and perform such other duties as the Board may require.

Votes to be Transmitted.

SEC. 110. He shall transmit copies of all votes, resolutions and documents which are to be sent to the members of the Board, to the chairmen of the various committees, to teachers, and to other persons.

Examination of Bills.

SEC. 111. He shall examine and approve or disapprove all bills or claims presented to the Board for payment, and shall keep full and accurate accounts of all the receipts and expenditures of the Board, and present to the Committee on Finance a balance sheet of his books as soon as practicable after the close of the fiscal year.

Advertisements.

SEC. 112. He shall cause to be published such advertisements as may be ordered by the Board, or required by the Rules and Regulations.

SUPPLIES AND BUILDING MATERIALS.

SEC. 113. All requisition books for the purchase of material and supplies shall be kept at the office of the Storekeeper and Head Carpenter, and shall not be removed therefrom except by order of the Board.

SEC. 114. All requisitions for the purchase of material and supplies must be signed by the chairman of the proper committee, and no requisition not so signed shall be valid.

Sec. 115. All supplies purchased for the use of the School Department must be delivered to the Store-keeper at the Department Store-house, and his receipt taken therefor; and all material purchased for the use of the Carpenter's Department must be delivered to the Head Carpenter at the Department Carpenter Shop, or at such school houses as directed, and the Head Carpenter's receipt taken for same.

Sec. 116. No material or supplies shall be received by the Head Carpenter or Store-keeper, unless accompanied by a requisition properly drawn and signed, and also by a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition. The duplicate bill must be filed by the Head Carpenter or Store-keeper with the Book-keeper of the Board of Education, within twenty-four hours after the receipt of the goods. The original bill, also showing in detail the articles furnished, the date of delivery, and the number of the requisition, must be sent to the office of the Board.

Sec. 117. No supplies shall be delivered by the Store-keeper for the use of the School Department, unless a requisition is delivered to him, properly drawn and signed by the Principal of the school, and countersigned by the Chairman of the Committee on Furniture and Supplies. If the supplies are for use in the office of the Board of Education, the requisition therefor shall be signed by the Secretary. The Store-keeper shall take a receipt in duplicate for all supplies delivered, specifying the name, size, quality and quantity of each article so delivered, the original of which must be sent to the Book-keeper of the Board of Education within twenty-four hours after the delivery of such supplies.

Sec. 118. The Head Carpenter must send to the Book-keeper of the Board of Education, every Monday, a certified list of all materials used by his Department in repairs, etc., during the preceding week, specifying therein, where, and for what purpose such materials were used.

REGULATIONS

OF THE

PUBLIC SCHOOLS.

SECTION 119. The schools of the Department shall be classified as Primary, Grammar, High, Evening, Training, Experimental, and Ungraded Schools.

SEC. 120. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 121. The first term of the Public Schools shall commence on the second Monday of August, and end on the third Friday of December. The second term shall commence on the Monday following the first day of January, and end on the third Friday in June. There sha'l be a vacation in the second term embracing the third week in March. On Saturday and Sunday there shall be no school; nor on legal holidays, State or National, except Election Day

SEC. 122. The President of the Board shall have power to suspend the schools in cases of emergency, but his action shall be submitted to the Board for approval at the earliest opportunity.

SEC. 123. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock, and end at 12 M. There shall be a recess of twenty minutes at 10:30 A. M. The afternoon session shall begin at 12 M., and end at 3

P. M., with an intermission of one hour from 12 M. to 1 P. M. A calisthenic exercise of five minutes shall be given at 10 A. M. and 2 P. M. in all grades.

SEC. 124. In Primary grades the afternoon session may close at 2:30 P. M. A recess of fifteen minutes may be given in seventh and eighth grades at 1:45 P. M. If the recess is not given the seventh and eighth grades shall close at 2:15 P. M.

DUTIES OF TEACHERS.

SEC. 125. All teachers are required to make themselves familiar with the rules and regulations of the Department, and particularly those that relate to their school duties.

SEC. 126. Teachers shall punctually keep the hours for opening and dismissing school; shall remain upon the school premises during the intermission at noon, except when excused by the Superintendent, and during session hours, shall devote themselves exclusively to school duties.

SEC. 127. Teachers shall be in their class-rooms fifteen minutes before nine o'clock, by the city time. Principals shall keep a record of the attendance and absence of Assistants, in the "Teachers' Time Table," provided for that purpose, including their own record. Any teacher reported tardy three or more times during any one school month, shall report personally to the Superintendent, and, if no satisfactory excuse be given, such teacher shall be reported by the Superintendent, to the Committee on Rules and Regulations.

SEC. 128. Corporal punishment shall be resorted to only in extreme cases, when other means fail to secure obedience. No cruel or unusual punishment shall be allowed, and no corporal punishment shall be inflicted in the High Schools, nor upon girls in any of the schools of the Department. Cor-

poral punishment may be inflicted by Principals or Vice-Principals; but teachers in deportment classes shall be allowed to use corporal punishment in the presence of the Principal.

SEC. 129. Each Principal shall record in the State Register each case of corporal punishment, the name, age, and offense of the pupil, and report on blanks prepared by the Superintendent the number of cases monthly to the Superintendent.

SEC. 130. Principals shall require the school yards to be open at least half an hour before nine o'clock, and the bell to be rung for the admission of pupils to their class-rooms at ten minutes before nine o'clock; lines shall then be formed and pupils shall be marched into their class-rooms. In rainy weather one or more class-rooms shall be open at 8:30 o'clock.

SEC. 131. It shall be the duty of the Principal, whenever a regular teacher is absent from his or her class at nine o'clock A. M., to send immediately to the office of the Board for a substitute, unless said regular teacher shall inform the Principal beforehand that he or she will be present before 9:15 o'clock, and, failing to give such notice, said teacher will lose pay for half a day. The Principal shall assign the substitute to the class of the absent teacher.

SEC. 132. Principals shall be responsible for the general discipline of their schools; Assistants, for order in their own rooms. The fire-drill shall be established and shall be practiced at least once a month in each school.

SEC. 133. Principals shall detail Assistants, in regular order, weekly, to take charge of the yards at 8:30 and during the morning recess and the noon intermission, except in Grammar Schools, where there are Vice-Principals. In such schools the Principals and Vice-Principals shall take charge

of the yards as above stated. In Grammar Schools having no male Vice-Principal, the Principal shall take charge of the boys' yard.

SEC. 134. Principals shall give such directions to the Janitors of their schools as will insure the cleanliness and neatness of yards, school-rooms and furniture, and, if Janitors fail to follow their instructions, shall report to the Superintendent and to the Committee on Janitors. Principals shall be responsible for the care of school buildings, and for the loss of keys belonging to schools under their charge. Assistants and Janitors shall be responsible to Principals for keys lost by them.

SEC. 135. Principals, when not engaged in teaching a class, shall devote their time to the general supervision of their schools, and to directing the methods of instruction pursued by their Assistants. They shall personally inspect the building, yards and out-houses daily, and report any delinquencies of Janitors to the Committee on Janitors. They shall remain in their offices between the hours of nine and ten A. M., and half an hour after the close of school in the afternoon, for the purpose of transacting business relating to schools with parents and others. They shall devote the remainder of their time during school hours to the direct instruction of the several classes in the schools, as far as is consistent with their general duties of supervision, under such rules as the Committee on Classification may prescribe for each school. During the time thus set aside for instruction, Principals must not abandon their duties of instruction for the performance of business which is not urgent in its nature, but must require persons desiring business appointments with them to return during the hours set apart exclusively for that purpose. Principals shall post proper notices in their schools, stating place and time when they can be consulted, according to the above rule.

SEC. 136. Principals shall superintend all examinations ordered by the Board, and make promotions of classes in accordance with their instructions, and shall report the number examined and the number promoted, *and also those promoted during the year.* No papers connected with any examination shall be furnished for publication, except by permission of the Board.

SEC. 137. Principals shall send to the Secretary of the Board monthly reports of their schools on the Monday following the last Friday in each school month, on blanks furnished by the Superintendent, which reports shall be placed on file in the office of the Board.

SEC. 138. Principals shall report monthly to the Superintendent in regard to the success of all substitute teachers who have been employed in their schools, giving grade and name of teacher for whom substituted, and mentioning any circumstances which may have affected their success.

SEC. 139. No substitute teacher shall solicit, personally or otherwise, any testimonial from any Principal in the Department; but this shall not be construed to prevent any Principal from giving a testimonial unsolicited, for use outside the Department.

SEC. 140. Principals are authorized to hold public examinations only at the end of the last term of the school year.

SEC. 141. Principals of Grammar and Primary schools shall be permitted to visit other schools in the Department one day in each term, and their duties shall be performed by the Vice-Principal or an Assistant during their absence, without additional pay. Vice-Principals and Assistants shall be permitted to visit other schools in the Department one half day in each term. During their absence for this purpose, the Principals who are not required to teach a class shall take

charge of the class. In other cases pupils of the Normal Class shall be substituted for Assistants when they visit other schools. No more than one teacher in each school shall be allowed to visit other schools on the same day. Principals of High Schools shall be allowed four days in each year to visit the first grade classes in the Grammar Schools from which they expect to receive pupils.

SEC. 142. Pupils who have been found thoroughly proficient at the semi-annual examination, or during the first term of the school year, may be promoted by the Principal, with the consent of the Superintendent.

SEC. 143. Principals who desire to have any pupil transferred to a lower grade, shall report the case to the Superintendent, who shall have full power to act.

SEC. 144. Principals may grant a half holiday, on Friday afternoon, once a month, to the ten pupils in each class ranking the highest in scholarship and deportment during the previous month.

SEC. 145. In the month of August annually, after the classification is completed, the Principal of each school shall make a written report to the Classification Committee, showing the kind of class assigned to each teacher, and any peculiar circumstances attending the pupils of any class.

SEC. 146. Principals shall report immediately to the Superintendent and to the Committee on Rules and Regulations, any willful violation, by Vice-Principals or Assistants, of the rules of the Department, which reports shall be filed in the office of the Board, and the Superintendent shall report to the Committee on Rules and Regulations any violation by Principals as well as by Vice-Principals or Assistants.

SEC. 147. Principals are prohibited from reprimanding a class teacher in the presence of other teachers, or in the presence of the class.

SEC. 148. Principals shall post the name of the teacher and the grade of the class on the outside door of each classroom.

SEC. 149. Principals of all schools of three or more classes shall call a meeting of Assistants at least once in each school month, for the discussion of methods of instruction and discipline, and for this purpose Principals may dismiss their schools at 2 P. M. Principals shall not have power to call teachers' meetings during school hours, other than as provided in this section.

SEC. 150. Each Assistant teaching a class above the seventh grade shall keep a "Class Record Book," showing the scholarship and deportment of each pupil, and shall send a monthly report, in the required form, to parents or guardians.

SEC. 151. Each Assistant teacher shall keep a "State Register" in the required form, including the name, age, and residence of each pupil, together with the name of the parent or guardian.

SEC. 152. Principals shall see that all record books are correctly kept; but, in keeping class records of recitations and scholarship, Assistants shall be allowed a resonable discretion in the manner of crediting pupils, both by recitations and by weekly or monthly examinations.

SEC. 153. Teachers shall have power to hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises. They shall endeavor to prevent them from gathering around the premises before the time of opening the yards, and shall require them to go home immediately after dismissal.

SEC. 154. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess they shall

open doors and windows so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, and children must not be allowed to sit in a strong current of air.

SEC. 155. Teachers who may have been absent from their classes, or who may desire to be absent, for a period of two weeks or less, shall apply to the Superintendent for excuse for such absence, or for permission to be absent. Should the Superintendent deem the reasons assigned insufficient he shall refer the case to the Committee on Rules and Regulations. Teachers who fail to obtain the required excuse or are absent without permit shall forfeit their positions in the Department; but the absentees may be re-instated by vote of the Board.

SEC. 156. All applications for leave of absence shall be made to the Committee on Rules and Regulations, who shall report their action for the approval of the Board.

SEC. 157. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in Sec. 158; nor shall the total consecutive absence of any teacher exceed one year.

SEC. 158. Whenever a leave of absence is granted to an Assistant teacher in the Primary or Grammar schools for a longer period than three months, or renewed so that the total absence shall amount to more than three months, a regular teacher shall be assigned to the class; but the absentee shall be entitled to the first vacancy of like grade, or lower grade, at his or her option, officially declared after he or she reports for duty. But when a Principal or an Assistant has been employed in the Public Schools of San Francisco for a period of not less than ten years, the Board may grant such Principal or Assistant a leave of absence for not exceeding one year; and the party to whom such leave is granted shall, at the expiration of the leave of absence, be entitled to a position of the

same grade, in the same school, as he or she held when the leave was granted.

SEC. 159. No teacher excused by the Superintendent, the Committee on Rules and Regulations, or by the Board, shall receive any compensation for the time of absence.

SEC. 160. Principals shall send to the office of the Superintendent, at the close of the last school day of each calendar month, a list of the absences of the teachers in their respective schools, including their own, during the current month. In preparing this list they shall state the name and the exact time of absence of each teacher, together with the dates of, and reasons for, such absence; in case no absence shall have occurred, that fact shall be reported, which report shall be filed in the office of the Board. Every full day of absence of Principals and teachers (except in accordance with section 141) shall be deducted from their salaries, the *pro rata* being one-thirtieth of the salary received. A deduction of one-sixth of a day's salary shall be made for each hour's absence. Principals who fail to make their reports, as required by this section, shall forfeit five dollars of their salary for each day's delinquency.

SEC. 161. Substitute teachers having charge of classes during the absence of the regular teachers, shall present their bills at the office of the Board on the last school day of each calendar month. Each Director may name two extra substitutes, but they shall not be assigned to, or employed in, any class in the Department so long as there are any regular substitutes reporting for duty, unemployed and qualified to teach in such class. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted; and Principals shall certify to the correctness of said bills.

SEC. 162. Substitutes who are not notified by the returning teacher in season to prevent their going to school, shall receive pay for a full day.

SEC. 163. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils, or any other school appliances.

SEC. 164. No advertisements shall be read, distributed, or given in school, nor shall any newspapers, books, publications, or articles of any kind be advertised, distributed or exhibited in school, by teachers, pupils or other persons.

SEC. 165. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school Library; nor shall any denominational or sectarian doctrines be inculcated. Any teacher who shall knowingly violate this, or the preceding section, shall be immediately dismissed from the Department.

SEC. 166. No teacher shall be allowed to sign his or her name to any document, or paper, recommending any school officer or employee of the Department, for any preferment; nor shall any teacher sign, in his or her official capacity, any paper, recommending any person for political preferment. Any employee of the Department violating this section shall, upon conviction thereof, be dismissed.

SEC. 167. No teacher shall contribute toward any gift to a member of the Board of Education, Superintendent, or any other school officer; nor shall any pupil be allowed to present or contribute toward any gift to any teacher or school officer. Principals must report to the Board the names of any teachers hereafter receiving gifts or contributions from pupils; a single failure so to report will subject such Principal to immediate

suspension. Teachers shall not be allowed to make presents to Principals.

SEC. 168. It shall be the duty of all teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

DUTIES AND RIGHTS OF PUPILS.

SEC. 169. All day schools shall be open for the admission of pupils over six years of age.

SEC. 170. Whenever the prescribed number of pupils have been admitted into any class or grade, the Principal shall keep a register of all applicants, who shall be admitted to vacancies in the order of their registration, provided they are not already attending some other school.

SEC. 171. Willful disobedience, habitual truancy, habitual vulgarity or profanity, stealing, or carrying of deadly or dangerous weapons shall constitute good cause for suspension or expulsion from school.

SEC. 172. Principals shall strictly prohibit the use of tobacco in any form by pupils, either on the school premises or on their way to and from school. A violation of this rule shall subject the pupil to reprimand or suspension, within the discretion of the Principal, the same to be reported immediately to the Superintendent of Schools and to the parent or guardian.

SEC. 173. Principals shall have power to suspend pupils for a period not exceeding one week, and where the case, in

their judgment, merits a greater penalty, they shall report the fact to the Superintendent, who shall investigate the case and settle the same. Should no satisfactory settlement be made, the Superintendent shall report the case to the Committee on Rules and Regulations. The committee may extend the term of suspension, or if the case, in their judgment, merits expulsion, they shall report the fact to the Board, who only shall have the power of permanent expulsion.

SEC. 174. All cases of suspension and the causes therefor shall be reported by the Principals immediately to the parents or guardians, as well as to the Superintendent. Principals shall also notify the Superintendent when suspended pupils are reinstated.

SEC. 175. The unexcused absence of a pupil three days, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat; but, on *personal* application by the parent or guardian, the Principal may readmit or may refer the case to the Superintendent.

SEC. 176. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages on complaint of the Principal or Superintendent. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on the school premises, shall be liable to suspension or expulsion.

SEC. 177. Pupils may be temporarily suspended from class exercises by Assistants, who shall immediately report, with reasons, to the Principal for decision.

SEC. 178. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 179. Pupils detained from school must bring a written excuse from their parents on their return. A written or

personal excuse from the parent must be required in cases of tardiness or dismissal before the close of school; but no pupil shall be sent home for an excuse during session hours, except by the Principal; nor shall any pupil be sent for absent or tardy pupils, nor on errands of any kind during session hours.

SEC. 180. No pupils shall be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal and the Superintendent.

SEC. 181. Pupils shall not be allowed to go home to lunch at noon, except by special permission of the Principal.

SEC. 182. Pupils who are not in their class-rooms at nine o'clock A. M. shall be marked as tardy.

SEC. 183. Principals shall report the names and residences of habitual truants to the Secretary of the Board, whenever the case requires the assistance of the Police Officer of the Board.

SEC. 184. Pupils shall not be detained for study or for punishment during any part of the noon intermission or the the short recess. All pupils not in delicate health shall be required to pass out of the class-rooms at recesses, except in inclement weather.

SEC. 185. Pupils shall not be detained for study or punishment in primary schools for more than thirty minutes after the regular time for dismissal, nor in grammar schools for more than one hour, nor in high schools for more than two hours. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 186. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect must be sent home to be properly prepared for school. //Any pupil who has not been vaccinated, or who is affected with any contagious disease, or in whose family there may be any contagious disease, shall not be allowed to remain in school, or

to return to school, without a certificate from the attending physician that all danger of contagion is past.

SEC. 187. Pupils on entering schools shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat.

SEC. 188. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, *which shall be signed by the parent in the presence of the Principal*, and returned to the Principal, who shall furnish the books from the school libraries. All books so supplied shall be numbered and labeled as library books, and shall be collected by the Principal at the end of each term, and placed in the school library, to be used as occasion may require in supplying other pupils. No pupil who fails to return books in reasonably good condition shall be transferred or supplied with books in the future.

SEC. 189. Any parent who desires to have his child transferred from one school to another shall apply to the Principal for a certificate, which shall state the name, age, grade, scholarship, deportment, date of vaccination, residence, and cause of transfer of the pupil. Distance, removal or the separation of children of the same family, shall constitute good cause for granting a transfer. Transfers may be refused when the request is made on account of discipline, or a change of grade, or for dissatisfaction without cause.

SEC. 190. Pupils who request it shall be entitled, on leaving school, to receive a certificate in accordance with their scholarship and deportment.

SEC. 191. Principals and Assistants shall read to their pupils the rules which govern them, namely, Sections 153, 164, 167, 169 to 190, inclusive, on the first school day of every month.

GENERAL REGULATIONS.

SEC. 192. School buildings shall be used exclusively for public instruction.

SEC. 193. No teacher in the employ of the Board of Education shall give instruction for pay, or any compensation, to any pupil of his or her class; and no teacher shall be allowed to give private lessons for pay, or any compensation, in any building or room belonging to the Public School Department.

SEC. 194. No festival, exhibition, concert, excursion, or picnic shall be held by any school unless authorized by the Board of Education, and, when authorized, the net proceeds therefrom shall be paid to the Superintendent, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school, Superintendent, and the Committee on Furniture and Supplies, shall have power to expend the same for apparatus or school appliances, the bills being subject to vote of the Board. All articles purchased shall belong to the School Department.

SEC. 195. No medals or prizes shall be awarded to pupils, unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

SEC. 196. The Principal of each school shall act as Librarian of the School Library. The Librarian shall properly label and number all books in the library, and shall make rules regulating the drawing of books by pupils. Each Librarian shall report, at the end of each school year, to the Board the number of volumes and the estimated value of each library.

SEC. 197. Janitors shall report for duty to Principals of schools at the hour for opening and closing school, except in

small schools, when otherwise provided by the Committee on Janitors.

SEC. 198. All janitors receiving salaries of $40 per month and upwards shall devote their whole time to the duties of their positions, and shall not leave the premises during school hours, except by permission of the Principal.

SEC. 199. They shall take to the office of the Board all orders for substitutes, or communications to the Board, to any committee of the Board, or to the Superintendent. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings and yards, and perform other reasonable duties as may be ordered by the Principal.

SEC. 200. They shall have the right of appeal from the orders of Principals to the Board of Education. Janitors of Evening Schools shall remain on the premises during the session.

SEC. 201. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

REGULATIONS OF THE PRIMARY SCHOOLS.

SEC. 202. The Primary Schools form the lowest grade in the system of public instruction in this city, and in them are taught the rudiments of an English education.

SEC. 203. Each separate Primary School shall be taught by a Principal, and such Assistants as may be necessary. In schools having eight or more classes, an Assistant may be appointed to take charge of the highest grade, so that the time of the Principal may be devoted to the supervision of the school.

SEC. 204. A full class in the fifth, sixth, seventh, and eighth grades, shall consist of sixty registered pupils.

SEC. 205. All primary classes in the same building with a Grammar School, or connected with one by action of the Board, shall be under the control of the Grammar Principal.

SEC. 206. No lesson or written exercise shall be assigned to primary pupils below the fifth grade to be studied or prepared at home. In arranging their schedules of recitations, teachers must allow time for study in school.

SEC. 207. Instruction in writing and drawing shall be given by Assistants, as directed by Principals.

SEC. 208. Physical exercises shall be given in every class at least twice a day.

SEC. 209. Teachers shall provide themselves with a copy of Sheldon's Elementary Instruction, Willson's Manual of Instruction, Calkin's Object Lessons, Mrs. Youman's First Lessons in Botany, Hooker's Child's Book of Nature, or such other books as may be designated by the Classification Committee and approved by the Board, as aids in oral lessons, and in methods of teaching.

SEC. 210. At least ten minutes daily, in each class, shall be devoted to instruction in vocal music; the Principal of each school shall arrange exchanges of classes and teachers, so that the specified instruction may be given.

REGULATIONS OF GRAMMAR SCHOOLS.

SEC. 211. The Grammar Schools form the second grade in the system of public instruction established in this city, and in them are taught the common branches of an English education.

SEC. 212. No school shall be a Grammar School, unless it shall have an average attendance of two hundred pupils in the grammar grades.

SEC. 213. Each Grammar School shall be instructed by a Principal, Vice-Principal, and such Assistants as may be needed. There shall not be more than one Vice-Principal in any school in the Department; *provided*, that in Grammar Schools of twenty or more classes, two Vice-Principals may be allowed in the discretion of the Board.

SEC. 214. Vice-Principals shall take charge of the school in the absence of the Principal. The Principal shall assist the Vice-Principal in taking charge of the pupils while in the yard; and in schools which have two yards for boys, the Principal shall supervise one, and the Vice-Principal the other.

SEC. 215. Vocal Music and Drawing shall be taught by the Principals and Assistants, and shall, in all respects, be regarded as regular school studies.

SEC. 216. In schools provided with halls, the classes shall assemble for general singing exercises once a week.

SEC. 217. At least ten minutes daily shall be devoted by the teacher of each class to instruction in music, as required in the course of study; and, in case any teacher does not understand enough of music to give the instruction required, the Principal of each school shall so arrange an exchange of classes and teachers that the specified instruction may be given.

SEC. 218. Lessons assigned for home study shall be such as not to require a pupil to study more than one hour.

SEC. 219. In the Cosmopolitan Schools, and in such other schools as may be designated by the Board, the study of

the French, German or Spanish language may be pursued, and an hour each day shall be allowed for these languages.

SEC. 220. A full class in each of the Grammar grades shall consist of fifty-four registered pupils, provided that number can be comfortably seated in the school-room.

SEC. 221. In all grades Monday may be devoted to oral weekly reviews, composition and declamation. Not more than two written examinations, of not more than two hours duration, shall be held monthly in any class.

EVENING SCHOOLS.

SEC. 222. The Evening Schools of this city are established to afford the means of an English education to boys and girls who are unable to attend the day schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 223. They shall be free to all persons over thirteen years of age.

SEC. 224. They shall open and close on the same dates as the day-schools.

SEC. 225. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Architectural Drawing, Mechanical Drawing, Book-keeping, Algebra and Geometry. Text-books, the same as in the day schools.

SEC. 226. No person whose avocation does not prevent him or her from attending the day schools shall be permitted to attend the evening schools, except by permission of the Committee on Classification.

SEC. 227. The sessions shall be held every evening in the week, except Saturday and Sunday, and shall be two hours in length—the time for opening and closing to be determined by the Board, according to the season of the year.

SEC. 228. The Principal of the Lincoln Evening School shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 229. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 230. No class shall be continued unless the average daily attendance equals or exceeds twenty-five.

SEC. 231. Whenever there is a necessity for an evening class to be formed, the Committee on Classification shall report the same for the approval of the Board.

BOARD OF EXAMINATION.

SEC. 232. Semi-annual examinations of applicants for teachers' certificates shall be held during the months of March and September.

SEC. 233. The subjects (except for special and High School certificates) on which each examiner is to prepare questions should be drawn and determined by lot, not more than twenty days before the examination.

SEC. 234. The number of questions to be given on each subject should be determined, and each Examiner should prepare at least one and one-half times as many questions, as so determined, in order that the Board may select the required number therefrom. This selection shall be made during the morning, or at mid-day recess, immediately preceding the written examination on each subject. No question shall consist of more than two parts or subdivisions.

SEC. 235. Every Examiner must prepare and *present with his questions* the answers thereto.

SEC. 236. Candidates shall be seated so that any two holding consecutive numbers will be found at least four desks apart.

SEC. 237. All papers shall be credited and returned to the Secretary on or before the second Monday after the close of the written examination.

SEC. 238. All answers of candidates who obtain within three per cent. of the required standard must be re-examined by a majority of the Board.

SEC. 239. All candidates who may be dissatisfied with the credits allowed upon their written answers, will have the right to have their papers scrutinized by an expert in the presence of the Examining Board. Said expert shall make written notes referring to such answers as, in his opinion, merit more credits than have been allowed, and giving, in brief, his reasons therefor. The Board shall re-examine all the written answers of candidates whose papers are examined by such expert, giving particular attention to the notes of the expert, adding such credits as, in the opinion of a majority, are deserved, and striking off such credits already received as, in their judgment, are not deserved. An account of the changes made shall be kept in the blotter record and upon the examination papers, by crossing out (but not defacing) the first numbers allowed, and entering the new credits near by.

SEC. 240. Every page of written answers must have, on the upper right hand corner, the number of the applicant, and on the upper left hand corner, the initials or name of the person who credits the paper.

All changes in crediting made upon re-examining must be signed with the initials of at least three of the Examiners.

SEC. 241. The papers containing the written answers of candidates must be preserved by the Secretary of the Examining Board, or his successor, for the inspection of the Board of Education or its officers, for at least one year after the close of the examination.

SEC. 242. The Secretary must preserve, for the use of the Board of Education, a list of the changes made upon re-examination by the Examiners in bank. This list must give the name of the original Examiner, the name of the candidate, the change of credits, for and against, in each study, and the total number of credits changed, in every instance.

SEC. 243. The Examining Board are at liberty to make such rules, not in conflict with the foregoing, for maintaining order and properly conducting the examination, as they may deem proper.

MISCELLANEOUS RULES.

SEC. 244. Any teacher whose class shall be consolidated with other classes, shall be placed at the head of the Substitute Class, with the same pay that members of that class receive, and shall be subject to the same rules as Substitute teachers are subject to, until he or she is again assigned to a regular class. Teachers consolidated out shall be assigned in the order of consolidation.

SEC. 245. Vice-Principals in charge of schools during the absence of the Principals, shall receive no extra pay unless the Principal shall have been absent to exceed one month; and then only for such subsequent time as they may have had charge of the school. In the absence of the Principal, as contemplated by this rule, the Vice-Principal shall designate a teacher to take charge of the yard. Such teacher shall, for

such services rendered, receive an extra compensation of ten dollars per month, said compensation to date from the commencement of the second month, as in the case of the Vice-Principal.

SEC. 246. All graduates of the Girls' High School who may have, on final examination, attained to a standing of eighty per cent., or over, shall be entitled to admission to the City Normal Class. A number not exceeding ten, who are not graduates of the Girls' High School, may be admitted on competitive examination, on attaining a standing of not less than eighty per cent. The Principal of the Girls' High School and the teacher of the City Normal Class, together with the Superintendent, shall constitute the Examining Board for this purpose.

SEC. 247. Non-resident pupils shall be admitted to the Public Schools of the City and County of San Francisco only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the Public Schools shall pay to the Board of Education, to the credit of the General Fund, for each term in advance :—

High School	$20 00
First and Second Grades, Grammar School	12 00
Third and Fourth Grades, Grammar School	10 00
Primary Grades	8 00

No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to send, free of charge, one

pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

FORMER RULES RESCINDED.

SEC. 248. All rules and regulations of the Board of Education, and all resolutions and orders passed by the Board of Education that are in conflict with these Rules and Regulations, are hereby rescinded.

NAMES AND LOCATIONS OF SCHOOLS.

BARTLETT PRIMARY SCHOOL,
Bartlett street, between Twenty-second and Twenty-third. Miss R. F. English, Principal.

BERNAL HEIGHTS PRIMARY SCHOOL,
Cortland avenue, between Laurel avenue and Moultrie street. Philip Prior, Principal.

BOYS' HIGH SCHOOL,
Sutter street, between Gough and Octavia streets. James K. Wilson, Principal.

BROADWAY GRAMMAR SCHOOL,
Broadway street, between Powell and Mason streets. Miss Jean Parker, Principal.

BUENA VISTA PRIMARY SCHOOL,
York street, between Solano and Butte streets. Mrs. C. M. Sisson, Principal.

CHINESE SCHOOL,
807 Stockton street. Miss Rose Thayer, Principal.

CLEMENT GRAMMAR SCHOOL,
Geary street, between Jones and Leavenworth streets. Charles F. True, Principal.

CLEVELAND PRIMARY SCHOOL,
Harrison street, between Tenth and Eleventh streets. Miss A. E. Slavan, Principal.

COLUMBIA GRAMMAR SCHOOL,
Columbia street, between Twenty-fifth and Twenty-sixth streets. Mrs. C. F. Plunkett, Principal.

COMMERCIAL SCHOOL,
Powell street, near Clay street.
Isidor Leszynsky, Principal.

DENMAN GRAMMAR SCHOOL,
North-west corner Bush and Taylor streets.
James Denman, Principal.

EIGHTH STREET PRIMARY SCHOOL,
Eighth street, near Harrison, rear of Franklin Grammar School. H. C. Kinne, Principal.

EMERSON PRIMARY SCHOOL,
Pine street, between Scott and Devisadero streets.
Miss S. A. Rightmire, Principal.

EVENING SCHOOL, Lincoln Grammar School Building.
Fifth street, between Market and Mission streets.
A. H. MacDonald, Principal.

EVENING SCHOOL, South Cosmopolitan Primary School Building. Bush street, near Stockton street.

EVENING SCHOOL, Haight Primary School Building.
Mission street, between Twenty-fifth and Twenty-sixth streets.

EVENING SCHOOL, Washington Grammar School Building.
South-west corner Washington and Mason streets.

EVENING SCHOOL, Potrero Primary School Building.
Minnesota street, between Napa and Sierra streets.

EVENING SCHOOL, Garfield Primary Building.
Union street, between Kearny and Montgomery streets.

EVENING SCHOOL, Bernal Heights Primary Building.
Cortland avenue, between Laurel avenue and Moultrie.

FAIRMOUNT PRIMARY SCHOOL,
Chenery street, near Randall street.
Miss H. M. Fairchild, Principal.

FRANKLIN GRAMMAR SCHOOL,
Eighth street, near Harrison street.
Elisha Brooks, Principal.

FIVE-MILE HOUSE PRIMARY SCHOOL,
San Jose Road, near Five-Mile House.
Miss Kate Conklin, Principal.

GARFIELD PRIMARY SCHOOL,
Union street, between Kearny and Montgomery streets.
Mrs. A. E. DuBois, Principal.

GIRLS' HIGH SCHOOL,
Bush street, near Hyde street.
John Swett, Principal.

GRANT PRIMARY SCHOOL,
Golden Gate avenue, near Hyde street.
Miss A. M. Stincen, Principal.

GREENWICH STREET PRIMARY SCHOOL,
Greenwich street, between Jones and Leavenworth streets. Mrs. A. S. Trask, Principal.

GOLDEN GATE PRIMARY SCHOOL,
Golden Gate avenue, between Pierce and Scott streets.
Mrs. A. Griffith, Principal.

HAIGHT PRIMARY SCHOOL,
Mission street, between Twenty-fifth and Twenty-sixth streets. Miss M. Haswell, Principal.

HAMILTON GRAMMAR SCHOOL,
Geary street, between Pierce and Scott streets.
W. A. Robertson, Principal.

HAYES VALLEY PRIMARY SCHOOL,
Grove street, near Larkin street.
Miss P. M. Stowell, Principal.

IRVING PRIMARY SCHOOL,
Broadway street, between Montgomery and Sansome streets. Miss Carrie B. Barlow, Principal.

JOHN SWETT GRAMMAR SCHOOL,
McAllister street, between Franklin and Gough streets. Albert Lyser, Principal.

LAGUNA HONDA SCHOOL,
Eighth avenue, near R street.
James Dwyer, Principal.

LINCOLN GRAMMAR SCHOOL,
Fifth street, near Market street.
James T. Hamilton, Principal.

LINCOLN PRIMARY SCHOOL,
Fifth street, near Market street, rear Lincoln Grammar School. Miss A. M. Manning, Principal.

LOBOS AVENUE SCHOOL,
Point Lobos avenue, near Parker avenue.
Miss E. Goldsmith, Principal.

LONGFELLOW PRIMARY SCHOOL,
Silver street, between Second and Third Streets.
Miss Jennie Smith, Principal.

LOMBARD STREET PRIMARY SCHOOL,
Lombard street, between Baker and Broderick streets.
Mrs. E. S. Code, Principal.

MISSION GRAMMAR SCHOOL,
Mission street, bet. Fifteenth and Sixteenth streets.
Mrs. N. R. Craven, Principal.

MISSION PRIMARY SCHOOL,
Mission street, between Fifteenth and Sixteenth streets, rear Mission Grammar School. Mrs. M. H. Walker, Principal.

MOULDER PRIMARY SCHOOL,
South-west corner Page and Gough streets.
Miss Ella L. Ciprico, Principal.

NOE AND TEMPLE STREET PRIMARY SCHOOL,
Corner Noe and Temple streets.
R. P. Davidson, Principal.

NORTH COSMOPOLITAN GRAMMAR SCHOOL,
Filbert street, between Taylor and Jones streets.
Miss Kate Kennedy, Principal.

OCEAN HOUSE SCHOOL,
San Miguel road, near Ocean House road.
D. J. Delay, Principal.

OCEAN VIEW SCHOOL,
Minerva street, near Plymouth.
Miss Clara Johnston, Principal.

OAK STREET PRIMARY SCHOOL,
Corner of Oak and Devisadero streets.
Miss Jennie A. Forbes, Principal.

PACIFIC HEIGHTS GRAMMAR SCHOOL,
Jackson street, between Webster and Fillmore streets.
Miss Hannah Cooke, Principal.

PEABODY PRIMARY SCHOOL,
West Mission street, between Hermann and Ridley streets. Mrs. L. F. Cadwell, Principal.

POINT LOBOS SCHOOL,
Nineteenth avenue, near Point Lobos avenue.
Miss A. G. Catlin, Principal.

POTRERO PRIMARY SCHOOL,
Minnesota street, between Napa and Sierra streets.
W. H. Edwards, Principal.

POWELL STREET PRIMARY SCHOOL,
Powell street, between Washington and Jackson streets.
Miss Margery Robertson, Principal.

REDDING PRIMARY SCHOOL,
Pine street, between Larkin and Polk streets.
Miss M. Deane, Principal.

RINCON GRAMMAR SCHOOL,
Silver street, between Second and Third streets.
Miss E. A. Cleveland, Principal.

SANCHEZ STREET PRIMARY SCHOOL,
Sanchez street, between Sixteenth and Seventeenth streets. Mrs. F. A. Banning, Principal.

SHOTWELL STREET PRIMARY SCHOOL,
Shotwell street, between Twenty-second and Twenty-third streets. Miss A. A. Hill, Principal.

SOUTH COSMOPOLITAN GRAMMAR SCHOOL,
Eddy street, between Polk street and Van Ness avenue.
A. Herbst, Principal.

SOUTH COSMOPOLITAN PRIMARY SCHOOL,
Bush street, near Stockton street.
Miss M. A. Castelhun, Principal.

SOUTH END SCHOOL,
Williams street, near Henry street.
Miss M. A. Scherer, Principal.

SOUTH SAN FRANCISCO PRIMARY SCHOOL,
Corner Fourteenth avenue and L street.
W. W. Stone, Principal.

SPRING VALLEY GRAMMAR SCHOOL,
Broadway street, near Polk street.
Silas A. White, Principal.

SPRING VALLEY PRIMARY SCHOOL,
Union street, near Franklin street.
Miss J. M. A. Hurley, Principal.

STARR KING PRIMARY SCHOOL,
Bryant street, between Sixth and Seventh streets.
Miss M. McKenzie, Principal.

TEHAMA PRIMARY SCHOOL,
Tehama street, between First and Second streets.
Mrs. E. A. Wood, Principal.

TURK STREET PRIMARY SCHOOL,
Turk street, between Buchanan and Webster streets.
Mrs. G. Washburn, Principal.

UNION PRIMARY SCHOOL,
Corner Filbert and Kearny streets.
Miss A. B. Chalmers, Principal.

UNION STREET EXPERIMENTAL SCHOOL,
No. 512 Union street.
Miss A. M. Stovall, Principal.

VALENCIA GRAMMAR SCHOOL,
Valencia street, between Twenty-second and Twenty-third streets. Joseph O'Connor, Principal.

WASHINGTON GRAMMAR SCHOOL,
South-west corner Washington and Mason streets.
Selden Sturges, Principal.

WEST END SCHOOL,
San Jose Road, near Six-Mile House,
Miss M. M. Murphy, Principal.

WHITTIER PRIMARY SCHOOL,
Harrison street, near Fourth street.
Miss E. E. Stincen, Principal.

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Horace Mann Grant

RULES

OF THE

Board of Education

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

ADOPTED JULY 8, 1891.

SAN FRANCISCO:
FRANK EASTMAN & CO., PRINTERS, 500 CLAY ST.
1891

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BOARD OF EDUCATION

1891.

PRESIDENT, ... JOHN I. SABIN.

Members.	*Offices.*	*Residences.*
JOHN I. SABIN.....	216 Bush St., Room 8	1806 Pierce St.
E. F. AMES.....	504 Market St.....	1016 Buchanan St.
MAX BROOKS.....	215 Sansome St., rm. 5	1405 Post St.
J. H. CULVER.....	31 Post St.....	1111 Clay St.
S. E. DUTTON.....	24 California St.	2511 Sacramento St.
JOHN J. DUNN.....	500 Fine St.....	2007 Golden Gate Ave.
DR. C. W. DECKER....	Room 2 Pacific Bldg	817 Page St.
F. A. HYDE.....	632 Commercial St....	2012 Pacific Avenue.
WM. HARNEY.....	502 Market St.....	2413 Fillmore St.
GEO. W. PENNINGTON	218 Larkin St.....	552 Harrison St.
DANIEL SEWELL.....	1008 Market St.....	1105 Shotwell St.
THOS. P. WOODWARD..	522 California St.....	2741 Pine St.

SUPERINTENDENT OF COMMON SCHOOLS:

JOHN SWETT.....New City Hall.
Residence, 1419 Taylor Street.

DEPUTY SUPERINTENDENT OF COMMON SCHOOLS:

MADISON BABCOCK.....New City Hall.
Residence, 25 Thirteenth Street.

SECRETARY:

GEORGE BEANSTON.....New City Hall
Residence, 1014 Fillmore Street.

ASSISTANT SECRETARY:

GEO. W. WADE.....New City Hall.
Residence, 1012 Leavenworth Street.

ASSISTANT SECRETARY:

I. J. ASCHHEIM.....New City Hall.
Residence, 611 Eddy Street.

BOOK-KEEPER:

E. B. BULLOCK.....New City Hall.
Residence, 812 Sixteenth Street, Alameda.

STENOGRAPHER:

MISS M. F. CUSICK.....New City Hall.
Residence, 671 Clementina Street.

MESSENGER:

FRANK W. YALE.....New City Hall.
Residence, 815 Valencia Street.

STANDING COMMITTEES.

Finance:

HARNEY, AMES, BROOKS, DECKER.

Classification:

BROOKS, HARNEY, PENNINGTON, DUTTON, HYDE, SABIN, SWETT.

Rules:

DECKER, DUNN, CULVER, AMES, SABIN, SWETT.

Qualifications of Teachers:

AMES, HYDE, DUTTON, DUNN, SABIN, SWETT.

Buildings and Grounds:

DUNN, PENNINGTON, CULVER, DUTTON, SABIN

Salaries:

WOODWARD, SEWELL, CULVER.

Supplies:

CULVER, SEWELL, PENNINGTON.

Judiciary:

HYDE, WOODWARD, SEWELL.

Printing:

DUTTON, WOODWARD, BROOKS.

Janitors:

PENNINGTON, DUNN, SEWELL, SABIN.

Visiting:

SEWELL, AMES, DECKER, WOODWARD.

Office Hours for School Business.

GENERAL OFFICE..... .. ..NEW CITY HALL
From 9 A. M. to 4 P. M.

Superintendent..... .....New City Hall
From 3 to 4:30 P. M. Saturdays from 9 A. M. to 4 P. M.

JOHN I. SABIN..... .....216 Bush Street, Room 8
Wednesdays from 3 to 5 P. M.

E. E. AMES.....At office of Sup't, New City Hall
Fridays from 4 to 5 P. M.

MAX BROOKS.....At office of Sup't, New City Hall
Wednesdays from 3 to 5 P. M.
Saturdays from 1 to 3 P. M., 215 Sansome Street.

J. H. CULVER.....31 Post Street
Fridays from 3 to 5 P. M.

S. E. DUTTON.....At office Sup't, New City Hall
Wednesdays from 4 to 5 P. M.

JOHN J. DUNN.....At office of Sup't, New City Hall
Tuesdays from 3 to 4 P. M. Saturdays from 1 to 2 P. M.

DR. C. W. DECKER.....Room 8, Phelan Building
Tuesdays and Fridays from 4 to 5 P. M.

F. A. HYDE .....630 Commercial Street

WM. HARNEY..... .....535 Market Street
Fridays from 3 to 4:30 P. M.

G. W. PENNINGTON.....218 Folsom Street
Saturdays from 10 A. M. to 3 P. M.

DANIEL SEWELL.....1025 Market Street
Mondays and Thursdays from 4 to 5 P. M.

THOMAS P. WOODWARD.....522 California Street

RULES

OF THE

Board of Education.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tem.*, who shall possess the powers and perform the duties of the President.

SEC. 3. The powers and duties of the President shall be as follows:

(1.) To appoint, in the month of January of each year, all Standing Committees of the Board of Education, subject to its approval thereof.

(2.) To preside at the meetings of the Board; and if a quorum be present, to cause the records of the last meeting to be read. If a quorum be not present within thirty minutes past the regular hour for meeting, he shall declare the Board adjourned.

(3.) To preserve order and decorum.

(4.) To decide all points of order, subject to an appeal to the Board, on motion of any member, regularly seconded.

(5.) To take, at the request of any member, the vote of the Board by a call of the yeas and nays.

(6.) To appoint all Special Committees of the Board unless such appointment be otherwise provided for.

(7.) To be *ex officio* a member of the Committees on Classification, Qualifications of Teachers, Rules, Buildings and Grounds, and Janitors.

(8.) To suspend any or all schools or classes in cases of emergency, and to submit such action to the Board for its approval at the earliest opportunity.

Meetings.

SEC. 4. The regular meetings of the Board shall be held on the second and last Wednesdays of each month.

SEC. 5. The hour for opening the sessions of the Board shall be eight o'clock P. M.; and if a quorum be not present within thirty minutes thereafter, the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

SEC. 6. Special meetings may be called by the President, whenever in his judgment the needs of the Department require them.

SEC. 7. Special meetings shall be called by the President on the written request of any three members of the Board, stating the object of said meetings.

SEC. 8. No special meeting shall be called on a shorter notice than twenty-four hours.

SEC. 9. No business shall be transacted at any special meeting other than that for which it is called.

Quorum.

SEC. 10. The presence of seven members of the Board shall be necessary for the transaction of any business.

Rules of Order.

SEC. 11. On an appeal being taken from a decision of the President upon any question of order, no other business shall be in order until the question on the appeal has been decided.

SEC. 12. When two or more members rise at the same time to speak, the President shall name the member entitled to the floor.

SEC. 13. The President shall declare all votes ; but if any member doubt the vote, the President, without debate, shall require the Secretary to call the roll, and shall declare the result.

SEC. 14. When the Board resolves itself into the Committee of the Whole, the President shall appoint a chairman.

SEC. 15. The President may at any meeting call a member to the chair, but not for a time longer than the particular meeting.

SEC. 16. All questions shall be stated by the President in the order in which they are moved, unless a subsequent motion shall be previous in its nature.

SEC. 17. In naming sums, and in fixing times, the largest sum and the longest time shall be voted upon first. After a motion is seconded and stated by the President, it shall be disposed of by vote, unless withdrawn by consent of the Board before a decision or an amendment.

SEC. 18. A motion to adjourn shall be in order at any time, except when a member has the floor, or when a question has been put and not decided, or during a call of the roll.

SEC. 19. Motions to adjourn, to lay upon the table, to take from the table, and for the previous question, shall be decided without debate.

SEC. 20. No measure or proposition shall be valid unless it be passed by seven votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 21. Every member present shall give his vote when a question is put, unless excused by the Board. The question of excuse shall be decided without debate.

SEC. 22. All resolutions shall be submitted in writing, with the name of the mover; and any motion shall be submitted in writing if the President so direct.

SEC. 23. Propositions made in Committee of the Whole, unless carried, shall not be entered upon the journal.

SEC. 24. No motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment.

SEC. 25. When a question is under debate, no motion or proposition shall be entertained, except motions to adjourn, to lay on the table, the previous question, to postpone indefinitely, to postpone to a given day, to commit, to amend, to substitute; which several motions shall take precedence in the order in which they are above stated.

SEC. 26. All motions, resolutions, orders and votes of the Board, involving the disbursement of money, shall be taken by yeas and nays and the vote registered.

SEC. 27. All motions and reports may be committed and recommitted at the pleasure of the Board.

SEC. 28. No member who did not vote with the majority shall move a reconsideration of any vote.

SEC. 29. A reconsideration can be had only at the same meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 30. Any member may require the division of a question when it is susceptible of division.

SEC. 31. When the reading of a paper is called for, and the same is objected to by any member, the question shall be determined by vote.

SEC. 32. All elections, except for President, shall be *viva voce*, unless a roll call is demanded.

SEC. 33. "Cushing's Manual" is hereby adopted as the standard for the decision of all parliamentary questions not provided for in these rules.

SEC. 34. Any rules adopted by the Board may be amended or repealed by the affirmative vote of nine members at any regular meeting, notice in writing of such intended amendment or repeal having been given at a previous regular meeting.

SEC. 35. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

Order of Business.

SEC. 36. The following shall be the order of business at all regular meetings of the Board :—

1. Roll Call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Appointment, Nomination and Election of Teachers.
7. Reports of Special Committees.
8. Unfinished Business.
9. New Business.

Standing Committees.

SEC. 37. The Standing Committees shall be as follows, and each committee shall consist of not more than three members of the Board of Education :—

1. Finance.
2. Classification.
3. Rules.
4. Qualifications of Teachers.
5. Buildings and Grounds.
6. Salaries.
7. Supplies.
8. Judiciary.
9. Printing.
10. Janitors.
11. Visiting.

SEC. 38. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 39. The meetings of all committees shall be public, unless, in the opinion of any committee, it is advisable that its sessions should be executive.

Finance.

SEC. 40. It shall be the duty of the Committee on Finance:

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents and water, and bills presented under written contract with the Board, to be sworn to by the parties presenting them.

(3.) To examine semi-annually, in the months of July and January, the accounts of the Secretary of the Board; also the books and accounts of the Bookkeeper of the School Department, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks and other employes of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the conditions of the funds under the control of the standing committees.

(7.) To attend to such other financial matters as may, from time to time, be referred to it by the Board, or as it may deem necessary.

Classification.

SEC. 41. It shall be the duty of the Committee on Classification, and it shall have power—

(1) To determine the classification of schools, and the promotion of classes.

(2) To prepare and recommend to the Board for its adoption, the Course of Study to be pursued in the schools, and, from time to time, to recommend such changes as may be deemed desirable.

(3) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4) To transfer pupils from one school to another, when good reasons exist for so doing.

(5) To recommend to the Board the adoption of such text-books as may be required by the Course of Study.

(6) To determine the rank of assistant teachers, and to recommend to the Board their promotions from one grade to another.

(7) To report to the Board, from time to time, the number of substitute teachers that may be needed in the schools.

(8) To receive and examine all reports from the Superintendent relative to the incompetency of teachers, and report the result of its investigation to the Board for final action.

(9) To appoint one of the teachers in any Primary School of eighteen or more classes to take charge, under the direction of the Principal, of the boys' yard at the recesses. Such teacher shall be allowed ten dollars extra compensation per month.

(10) To consider all propositions to transfer teachers from one school to another, and to report to the Board for confirmation or rejection.

(11) To attend to such other matters as may be referred to it by the Board.

Rules.

SEC. 42. It shall be the duty of the Committee on Rules, and it shall have power—

(1.) To examine every proposition presented to the Board for the repeal or the amendment of any of the rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, by any member thereof, or by the Superintendent.

(4.) To investigate all charges that may be preferred against any teacher or school officer for violation of the rules of the Board.

(5.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employee of the Department, and report the same to the Secretary immediately, and the facts to the Board at its next regular meeting.

(6.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent. The action of the committee shall be final; *provided* that, if in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(7.) To attend to such other matters as may be referred to it by the Board.

Qualifications of Teachers.

SEC. 43. The Committee on Qualifications of Teachers shall have power, and it shall be its duty :—

(1) To take under consideration all nominations for positions as teachers in the School Department.

(2) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and report, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

Buildings and Grounds.

SEC. 44. The Committee on Buildings and Grounds shall have power, and it shall be its duty :—

(1) To exercise a general supervision over the buildings and grounds of the department.

(2) To supervise all repairs of school property.

(3) To exercise control over all employees in the Carpenters' Department.

(4) To purchase, from time to time, all lumber, hardware, nails, paints and other material required for the use of the Carpenters' Department ; *provided*, that all requisitions shall be endorsed by the chairman of the Committee on Buildings and Grounds.

(5) To report to the Board, for action, all information regarding the location, erection and alteration of school buildings, and the repairs thereof, when called for by vote of the Board ; and to report to the Board at the first regular meeting in each month the amount of money it has expended during the preceding month.

(6.) To report, in writing, during the month of May in each year, the condition of all school property.

(7.) To require the Secretary of the Board to advertise, for two weeks, in two daily papers of general circulation, published in San Francisco—one morning and one evening paper, to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other material may be required in the Carpenters' Department during the succeeding fiscal year, beginning the first day of July following.

(8.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in two papers of general circulation—one morning and one evening paper, to be desig-

nated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(9.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in two papers of general circulation, to be designated by the committee—one morning and one evening—for sealed proposals for the erection of new school buildings.

(10.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(11.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(12.) To perform such other duties as may be assigned to it by the Board.

Salaries.

SEC. 45. The Committee on Salaries shall have power, and it shall be its duty--

(1.) To prepare and report annually in the month of June, a schedule of salaries for the ensuing fiscal year, for the teachers and other employes of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employe of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matter connected with salaries of employes that may be referred to it by the Board.

Judiciary.

SEC. 46. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

Supplies.

SEC. 47. It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(1.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month the amount of money it has expended the preceding month, and generally for what purpose.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in two daily papers of general circulation, to be designated by the committee—one morning and one evening paper—for sealed proposals for supplies for the School Department under its supervision.

(3.) To supervise the use of the supplies by the various schools and employes; and to adopt such measures as will tend to proper economy.

(4.) To apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(5.) To superintend the General Jobber and his assistants.

(6.) To perform such other duties as may be assigned to it by the Board.

Printing.

SEC. 48. It shall be the duty of the Committee on Printing, and it shall have power—

(1.) To supervise all printing required by the Department.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in two daily

papers having a general circulation—one morning and one evening paper, to be designated by the committee—for sealed proposals for printing such blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year.

Janitors.

SEC. 49. It shall be the duty of the Committee on Janitors, and it shall have power—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all cases of delinquency or neglect of duty on the part of janitors reported to it, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

Visiting.

SEC. 50. It shall be the duty of the Visiting Committee to visit the schools of the Department, from time to time, and to make such written reports to the Board as may be deemed necessary.

General Rules.

SEC. 51. All orders or circulars to Principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Executive Officer of the Board, after authorization by vote of a committee or of the Board.

Proposals for Work.

SEC. 52. All proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for

any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting.

Incurring Expense.

SEC. 53. No Director shall incur any expense against the Department unless authorized by the Board; *provided*, that in case of urgent necessity, or in matters relating to repairs or supplies, on the application of any Director, or of the Superintendent, the Committee on Buildings and Grounds, the Committee on Supplies, or the Committee on Printing, shall be authorized to expend a sum not to exceed two hundred dollars.

Superintendent of Common Schools.

SEC. 54. The Superintendent shall have power, and it shall be his duty:

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and to supervise teachers' record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in which their defects may be remedied and their efficieney promoted.

(4.) To see that the rules of the School Department are observed.

(5.) To recommend to the Board such changes in the rules, and such other measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employes of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms for all blanks, cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office, for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent, and Principals of Schools.

(11.) To be *ex officio* a member of the Committees on Classification, on Rules, and on Qualifications of Teachers, with the right to vote in said committees.

(12.) To investigate all cases of suspension of pupils from the schools, and in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) Upon the recommendation of Principals or assistants to promote pupils to higher grades, or put them back to lower grades when, in his judgment, the interests of such pupils or of the classes require such action.

(14.) To direct, under the rules of the Board, the promotion of pupils and the grading of the classes in the schools.

(15.) To make an annual report at the close of the fiscal year, showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(16.) To visit each school and each class at least once during each school year.

(17.) To keep regular office hours, other than school hours.

(18.) To attend to such other matters as may, from time to time, be referred to him by the Board.

Deputy Superintendent of Common Schools.

SEC. 55. It shall be the duty of the Deputy Superintendent:

(1.) To act under the direction of the Superintendent, and in his absence, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office.

(3.) To visit the schools and the classes of the Department, and, by frequent oral examination, to ascertain their condition.

(4.) To observe carefully the methods of instruction and discipline pursued by the teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals and teachers and the condition of the classes visited by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

Secretary of the Board of Education.

SEC. 56. It shall be the duty of the Secretary of the Board:

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions and documents, which are to be sent to members of the Board, to the chairmen of committees, to Principals, to teachers and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13.) To superintend, under the direction of the Superin-

tendent, the Assistant Secretaries, Bookkeeper, Type-writer, and other attaches of the office of the Board of Education, and to report to the Superintendent any delinquency upon their part.

Head Carpenter.

SEC. 57. The Head Carpenter shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 58. The Head Carpenter shall be subject to the control of the Committee on Buildings and Grounds.

SEC. 59. It shall be the duty of the Head Carpenter—

(1.) To keep all requisition books for the purchase of materials at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To present all requisitions for the purchase of material to the chairman of the Committee on Buildings and Grounds for his signature; and no such requisition shall be valid without the signature of said chairman.

(3) To require all material purchased for the use of the Carpenters' Department to be delivered to himself at the Department Carpenter Shop, or at such school buildings and grounds as he may direct; and when so delivered he shall give his receipt therefor.

(4) He shall not receive any material unless its delivery be accompanied by a requisition properly drawn, and signed by the chairman of the Committee on Buildings and Grounds, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5) To file the duplicate bill, properly certified by himself, with the Bookkeeper of the Board of Education, within twenty-four hours after the receipt of the goods. He shall

retain in his office the original bill, also showing in detail the articles furnished, date of delivery, and the number of the requisition.

(6) To send to the Bookkeeper of the Board of Education, every Monday, a certified list of all material used by his department in repairs, etc., during the preceding week, specifying therein where and for what purpose such material was used.

(7) To certify all demands for articles purchased, and for labor performed under his supervision.

(8) To examine all material and articles furnished under contract, and see that the same are furnished in compliance with the terms of the contract, and to report any, or all, material or articles that do not comply with the terms of the contract.

(9) At the time of the delivery of material or articles, to instruct the dealers to make out demands therefor on b'anks provided by the Secretary of the Board, stating upon said blanks the material or articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(10) To keep a stock-book, in which he shall enter, under the proper heads, an account of all material or articles received by him; and also an account of all material used or delivered by him. He shall also keep an account with each school, showing a statement of all material or articles furnished thereto, and of all material or articles received by him therefrom.

(11.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(12.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duty, to be approved by the President of the Board of Education.

Storekeeper.

SEC. 60. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 61. He shall be subject to the direction of the Committee on Supplies in all things appertaining to furniture and supplies; and to that of the Superintendent in all matters appertaining to State Text-Books.

SEC. 62. It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department except fuel to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Bookkeeper of the Board of Education, within twenty-four hours after the receipt of the goods, and shall retain in his office the original bill, also showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the

specifications, and shall reject any or all articles that do not comply with the terms of the contract, in respect either of quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, aud to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keep an account with each school, showing a statement of all articles furnished thereto, and also all articles returned by the schools.

(9.) Not to deliver any supplies for the use of any school unless a requisition is presented to him, properly drawn and signed by the Principal of the school and countersigned by the chairman of the Committee on Supplies.

(10.) Not to deliver any supplies for use in the office of the Board of Education unless a requisition is presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name minutely of each article delivered; and he shall send the original receipt to the Bookkeeper of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) To receive all State Text-Books purchased by the Superintendent for the use of the schools; and to give the same out to the schools only upon a requisition signed by the Superintendent or his Deputy.

(13.) He shall require a receipt in duplicate from the janitor, or other person, receiving State text books upon requisition, and also from the Principal of the school; and shall send the original receipt to the office of the Superintendent at the close of each calendar month, together with a statement of the number of books of each particular kind of State text-books on hand at such time. He shall also send to the Superintendent's office, at the same time, duplicates of all receipts given by him to persons returning State text-books to the storeroom.

(14.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(15.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

Public Schools.

SECTION 63. The schools of the Department are classed as Primary, Grammar, Evening, Commercial and High Schools.

SEC. 64. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 65. The first term of the public schools shall begin on the second Monday of July, and end on the third Friday of December. The second term shall begin on the Monday following the first day of January, and end on the last Friday in May. There shall be a vacation during the third week in March, and during the third week in September.

SEC. 66. There shall be no school on Saturdays, Sundays, or any legal holiday, except Election Day. The following days must be observed as holidays: Christmas, New Year's, Washington's Birthday, the First of May, Memorial Day, the Fourth of July, Admission Day, Thanksgiving Day and the day following, and any other State or National holiday, except Election Day. Whenever any of these holidays occur on Sunday the following Monday shall be observed as a legal holiday.

SEC. 67. The President of the Board or, in his absence from the city, the Superintendent shall have power to suspend

all the schools or any particular school or class in cases of emergency, but his action shall be reported to the Board at the next regular meeting.

SEC. 68. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock, and end at 12 M. There shall be a recess of twenty minutes at 10:30 A. M. The afternoon session shall begin at 12 M., and end at 3 P. M., with an intermission of one hour from 12 M. to 1. P. M. A calisthenic exercise of five minutes shall be given at 10 A. M. in all grades, and at 2 P. M. in all grades, except in Primary and in High Schools.

SEC. 69. In Primary grades the afternoon session may close at 2:30 P. M. A recess of fifteen minutes may be given in first and second grades at 1:45 P. M. If the recess is not given the first and second grades shall close at 2:15 P. M.

SEC. 70. The school yards must be open at least half an hour before nine o'clock, and the bell must ring for the admission of pupils to their class-rooms at ten minutes of nine o'clock; lines must then be formed and pupils must march into their class-rooms. In rainy weather one or more class-rooms shall be open at 8:30 o'clock.

SEC. 71. All Day Schools having Primary grades and an average attendance of less than two hundred pupils in the grammar grades shall be known as Primary Schools.

SEC. 72. All schools having an average attendance of two hundred pupils or more in the Grammar grades, with such Primary grades as may be connected with them, shall be known as Grammar Schools.

SEC. 73. All grades below the fifth shall be known as Primary grades, and all from the fifth to the eighth, inclusive, shall be known as Grammar grades.

SEC. 74. Each separate Primary School shall be taught by a Principal and such assistants as may be necessary. In schools having eight classes or more the Principal shall not be required to teach a class. Primary Schools of twenty classes or more shall have a Head Assistant.

SEC. 75. Each Grammar School shall be instructed by a Principal, Vice-Principal, and such assistants as may be needed. In Grammar Schools of eighteen or more classes two Vice-Principals shall be allowed, one of whom shall be designated by the Principal to take charge of the school in the absence of the Principal.

DUTIES OF PRINCIPALS.

SEC. 76. It is the duty of Principals:

(1.) To observe and enforce the Rules of the Board, and the Course of Study.

(2.) To carry into effect the general directions of the Superintendent.

(3.) To devote their time exclusively to the supervision of their schools.

(4.) To visit each class at least once every day, and aid their assistants by suggestions and by practical illustrations of methods of teaching.

(5.) To remain in their offices during the hour from 9 to 10 A. M. of each school day, for the purpose of conferring with parents, attending to the cases of tardy or absent pupils, and such other matters as appertain to the general management of their schools.

(6.) To report on State Text Books at the end of each calendar month, with other monthly reports, and to send in to

the Superintendent the money for books sold during the month.

(7.) To require pupils to leave the school premises immediately after dismissal, and to prevent them from congregating about the school premises before the hour for opening the school yards.

(8.) To take charge of and to be responsible for, the care of their respective school buildings and school premises.

(9.) To give janitors such directions as will secure the keeping of the school buildings, furniture, apparatus and school premises in a neat and proper condition.

(10.) To see that the fire-drill is practiced in their schools at least once a month.

(11.) To hold monthly meetings of teachers after school hours for the purpose of discussing methods of teaching or matters of school discipline.

SEC. 77. Principals must keep a record of the attendance and absence of themselves and assistants in the Teachers' Time Table provided for that purpose. They shall send to the office of the Superintendent at the close of the last school day of each calendar month, a report embodying this record for the current month, giving the exact time and date of each absence, and the reasons therefor, together with a report of the number of classes visited by them daily during the month. This report shall be filed in the office of the Board. Principals who fail to make their reports as required by this section, shall forfeit five dollars of their salary. No Principal shall be excused from this penalty except by vote of the Board.

SEC. 78. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked and numbered. They shall supply from

the library such books as may be needed by the children of parents unable to purchase them, and shall, at the close of the school year, or when said pupils retire from the school, collect the books so furnished, and replace them in the library. They shall hold pupils to whom books have been furnished responsible for the return of the books in proper condition.

SEC. 79. Principals are required to confer with parents at any hour when they may call at the school.

SEC. 80. Principals shall be responsible for the general discipline of their schools; assistants, for order in their own rooms.

SEC. 81. Principals must detail assistants, in regular order, weekly, to take charge of the yards at half past eight o'clock and during the morning recess and noon intermission, except in Schools where there are Vice-Principals or Head Assistants. In such schools the Vice-Principals or Head Assistants shall take charge of the yards as above stated. In mixed Grammar Schools having one Vice-Principal, the Principal shall take take charge of the boys' yard, and the Vice-Principal of the girls' yard. In separate Grammar Schools for boys or girls, having one Vice-Principal and two yards, the Principal shall shall take charge of one yard, and the Vice-Principal shall take charge of the other yard.

SEC. 82. Principals are authorized to hold public exhibitions or public oral examinations on any one day during the last week of the last term of the school year.

SEC. 83. Principals may promote deserving pupils during the first term of the year; and may put back into a lower grade incapable pupils.

SEC. 84. Within two weeks after the opening of school at the beginning of the school year, and within one week after the opening of the term in January, of each year, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, the number of pupils in each class, and of any peculiar circumstances attending any class, such as the seating capacity and size of room or any peculiar circumstances attending the pupils of the class.

SEC. 85. The Principal of each school shall act as Librarian of the School Library. The Librarian shall properly label and number all books in the library, and deliver the same to pupils under such rules and regulations as shall be prepared by the Superintendent.

SEC. 86. Principals shall order the American flag to be raised on school-houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation ; on Washington's Birthday, the Fourth of July, Admission Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag must be raised at half-mast on Memorial Day, and such other days as may be ordered by the Board, the President of the Board, or the Superintendent.

Principals are authorized to raise the flag at half mast on the death of any teacher or any pupil belonging to their schools.

Principals are authorized to raise the flag on any day on which public exercises are held in their schools.

SEC. 87. Principals must post the name of the teacher and the grade of the class on the outside door of each class-room.

SEC. 88. Principals must arrange exchanges of classes and teachers, so that the specified instruction may be given in vocal music.

SUBSTITUTES.

SEC. 89. The regular Day substitute class shall consist of thirty-six teachers, who shall report for duty daily, and shall be paid such compensation as may be allowed by the Board of Education.

SEC. 90. The Evening substitute class shall consist of six teachers under pay.

SEC. 91. The High School substitute class shall consist of four teachers appointed by the Committee on Classification. The teachers' names shall be placed on the list of the class, but they shall receive no pay except when in actual service.

SEC. 92. Whenever regular teachers are absent from school at 9 o'clock A. M., Principals must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30 A. M. In case the regular teacher arrives after a substitute has taken charge of the class, the substitute must remain in charge for the entire day.

SEC. 93. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools.

STUDENT TEACHERS.

SEC. 94. Principals must report monthly on official blanks, concerning the success or failure of student teachers assigned from the Normal Department of the Girls' High School.

SEC. 95. Student teachers must not be assigned to take charge of classes in case of the absence of regular teachers, except while a class is waiting the arrival of a regular substitute.

SEC. 96. As student teachers are sent out to be trained in methods of instruction and management, Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 97. Student teachers from the Normal Department of the Girls' High School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with the Principal of the school.

DISCIPLINE.

SEC. 98. Teachers must co-operate with their Principals in the management of pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls, and on school grounds.

SEC. 99. *Every teacher* is hereby especially empowered and enjoined to command order, on and about the school premises, on the part of every pupil connected with the public schools. Teachers will be supported by the Board in maintaining order and discipline in the schools.

SEC. 100. Teachers must impress on children their responsibility to school authorities for their conduct to and from school.

SEC. 101. Teachers must cheerfully co-operate with the Superintendent in executing the prescribed work of the grades.

SEC. 102. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language toward pupils or parents, are expressly forbidden.

SEC. 103. Principals must report to the Superintendent any continued or willful violation of the Rules of the Board by assistant teachers, after first having called the attention of such teachers to their neglect or violation of rules.

CORPORAL PUNISHMENT.

SEC. 104. Corporal punishment shall be resorted to only in extreme cases, when other means fail to secure obedience. No cruel or unusual punishment shall be allowed. Corporal punishment shall not be inflicted in the High Schools, nor upon girls in any of the schools of the Department. Corporal punishment may be inflicted by Principals only, or by Vice-Principals during the absence of Principals or when in charge of boys' yards.

SEC. 105. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and the age of the pupil, the offense committed, and the character of the punishment inflicted. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

Whenever, for the maintenance of discipline, the corporal punishment of a pupil seems necessary to the teacher, said teacher shall immediately report the fact to the Principal or Vice-Principal of the school, detailing in writing the character and circumstances of the alleged offense.

Within a reasonable time after the receipt of the teacher's complaint, the offending pupil shall be summoned into the presence of the Principal or Vice-Principal and interrogated by him or her relative to said complaint. If at the close of the investigation, thus commenced, the Principal or Vice-

Principal is firmly convinced of the culpability of the pupil, corporal punishment may be administered, but only in accordance with the following conditions :

The Principal, or, in his or her absence, the Vice-Principal, shall, before inflicting said punishment, notify and require the presence, as a witness to it, of a teacher in the School Department, and in no case shall any punishment be administered unless in the presence of a competent witness or witnesses.

Pupils shall be punished only on the palm of the hand or hands, the strokes to be given by Principals or Vice-Principals with a leather strap, which shall be made after a model placed in the office of the Board of Education.

Punishments must never be excessive, cruel nor inhuman, but, on the contrary, must always be administered in a degree of moderation, regulated by the impartial judgment and wise discretion of Principals and Vice-Principals.

In the event of a refusal to submit to the mode of punishment herein prescribed, pupils in each and every instance will incur the penalty of suspension for a period of at least twenty consecutive school days.

All cases of corporal punishment shall be reported, as soon as practicable after their occurrence, to the Superintendent by Principals or Vice-Principals, whose reports must show the names, ages and bodily conditions of all pupils punished, giving also a detailed statement in each case of the cause of the punishment, the time of its infliction, its degree of severity and the name of the witness or witnesses present.

Any Principal or Vice-Principal who administers corporal punishment to a pupil or pupils in the School Department in a mode contrary to that herein prescribed, shall be liable to an investigation, and, if tried and proved guilty by the Board of Education, may be expelled.

SUSPENSION.

SEC. 106. Principals may suspend pupils absolutely for a period not exceeding one week. They may suspend a pupil for a longer time, until the Superintendent or the Committee on Rules can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason of such suspension. Principals must report to the Superintendent at the end of each school month all cases of suspension, with the dates and causes of suspension.

SEC. 107. Pupils shall be expelled only by vote of the Board of Education. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school, and habitual profanity and vulgarity, good cause for suspension.

DUTIES OF TEACHERS.

SEC. 108. Teachers must make themselves familiar with the Rules of the Department and all amendments thereto.

SEC. 109. Teachers must read to pupils, from time to time, such rules as apply to them, that they may have a clear understanding of the rules by which they are governed.

SEC. 110. Teachers must punctually keep the hours for opening and dismissing school; shall remain upon the school

premises during the intermission at noon, except when excused by the Principal, and during session hours shall devote themselves exclusively to school duties.

SEC. 111. Teachers must be in their class-rooms fifteen minutes before nine o'clock, and must be marked as tardy by Principals if they are not at their desks on time. Any teacher reported tardy three or more times in one month, shall report personally to the Superintendent. In the case of teachers in outside and remote schools the Superintendent is authorized to make any reasonable exception to the rule rendered necessary by delayed cars or other unavoidable cause of detention.

SEC. 112. Teachers are authorized to require excuses from the parents or guardians of pupils, either in person or by written note, in cases of *absence*, or tardiness, or of dismissal before the close of school.

SEC. 113. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from time to time, and prevent their defacement or wanton destruction.

SEC. 114. Principals must not give instruction for pay, or any other compensation, to pupils of their schools, nor teachers to pupils of their own classes; nor shall such instruction be given in any building or room belonging to the Public School Department.

SEC. 115. Each assistant teaching a class above the second grade shall keep a "Class Record Book," showing the standing and deportment of each pupil, and shall send a monthly report, in the required form, to parents or guardians. Whenever, at any time, any pupil is particularly deficient in school work, the teacher must notify the parent by letter or by personal notice.

SEC. 116. Each assistant teacher must keep a "State Register," in the required form, including the name, age, and residence of each pupil, together with the name of the parent or guardian.

SEC. 117. In keeping "Class Record Books," assistants shall be allowed a reasonable discretion in the manner of crediting pupils by recitations and by weekly or monthly examinations.

SEC. 118. The teacher of each grade must prepare a programme of daily exercises, a copy of which shall be kept posted conspicuously in the school-room, and another copy shall be sent to the Superintendent within two weeks after the beginning of each term.

SEC. 119. Teachers must give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess they shall open doors and windows so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after 1 o'clock P. M.

SEC. 120. During the season in which fires are required in school, teachers must endeavor to keep their rooms at a temperature of 65°. When thermometers are provided, teachers must appoint some pupil to report and record the temperature once an hour during the school session.

MONITORS.

SEC. 121. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, to whom

shall be delegated the power of punishment or of reporting pupils for reprimand or punishment. This rule is not held to exclude the appointment of pupils to take charge of hat-rooms, to distribute and collect slates, pencils, pens and paper.

SEC. 122. Teachers must not appoint pupils to examine and credit examination papers. This rule is not held to exclude the interchange of papers among the pupils of the class and the correction of such papers, when the pupils have the right to appeal at once to the teacher.

ABSENCE OF TEACHERS.

SEC. 123. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section, nor shall the total consecutive absences of any teacher exceed one year.

SEC. 124. Whenever a leave of absence is granted to an assistant teacher in a Primary or a Grammar School, for a longer period than three months, or renewed so that the total absence shall amount to more than three months, a regular teacher shall be assigned to the class; but the absentee shall be entitled to the first vacancy of like grade, or lower grade, at his or her option, officially declared after he or she reports for duty; but when a Principal or an assistant has been employed in the Public Schools of San Francisco for a period of not less than ten years, the Board may grant such Principal or assistant a leave of absence for a period not exceeding one year; and the teacher to whom such leave is granted shall, at the expiration of the leave of absence, be entitled to a position of the same grade as he or she held when the leave was granted. When a teacher returns from leave of absence, if there be no suitable vacancy, the teacher shall be assigned to the head of Day School substitute class.

SEC. 125. Except in cases of sickness or emergency, Principals or teachers desiring to be absent from duty for less than two weeks, must apply to the Superintendent, in advance, for permission to be absent; for a longer period, the application must be made to the Committee on Rules.

SEC. 126. Principals may excuse the absence of teachers for less than one hour, for good cause, provided the Principal or some other teacher or a student teacher takes charge of the class.

SEC. 127. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school, shall continue in charge of the class for the entire day.

SEC. 128. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principals, shall be presented at the office of the Superintendent on the last school day of each calendar month.

SEC. 129. Vice-Principals or Head Assistants must have charge of the schools during the absence of the Principals, but shall receive no extra pay unless the Principals are absent five consecutive days. In the absence of the Principal, the Vice-Principal shall designate a teacher to take charge of the yard. Such teacher shall, for such services rendered for a period of five days or over, receive an extra compensation of ten dollars per month.

SEC. 130. No teacher excused for absence by the Superintendent, the Committee on Rules, or the Board, shall receive any compensation for the time of absence, except by vote of the Board of Education. A deduction of one-thirtieth of the monthly salary shall be made for each day's absence, and one-

sixth of a day's salary for each hour's absence, except the absence be in accordance with the section which permits teachers to visit other schools.

SEC. 131. All teachers in whose residences there is a contagious disease shall absent themselves from school, and shall immediately report the facts pertaining to the residence and disease to the Committee on Rules. The committee shall, without delay, examine into such cases and determine whether or not the teacher shall return to school; and no teacher in whose residence there is a contagious disease shall return to school without the permission of the Committee on Rules.

HOME STUDY.

SEC. 132. Teachers shall assign no lessons whatever, for home study, to pupils in the first, second, and third grades. The lessons assigned for home study to pupils in the fourth and fifth grades, shall be such as to require not more than one hour's study, and in these grades no lessons whatever in arithmetic shall be assigned for home work; to pupils in the sixth and seventh grades, not more than one hour and a half; and to pupils in the eighth grade, not more than two hours.

SEC. 133. In High Schools, Principals must direct the heads of departments, and other department teachers, to so assign lessons, in their respective departments, that the total time required for home study, by pupils of average ability, shall not exceed three and a half hours daily.

GENERAL RULES.

SEC. 134. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell

to their pupils any books, papers, pencils, or any other school appliances.

SEC. 135. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 136. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 137. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever. Applications for any exception to this rule must be made to the Superintendent, who shall refer the request, with a report for or against it, to the Committee on Rules, who may grant or deny the request, or refer it to the Board. In case the request is granted, the chairman of the committee shall notify the Superintendent of the fact.

SEC. 138. Principals of Grammar and of Primary Schools are required to visit other schools in the Department one day each term, and their duties shall be performed by a Vice-Principal or an assistant, without additional pay. Vice-Principals and assistants shall be required to visit other schools in the Department one half day in each term. During their absence for this purpose, the Principals who are not required to teach a class shall take charge of the class. No more than one teacher in each school shall be allowed to visit other schools on the same day. Principals of High Schools shall be allowed four days in each year to visit Grammar Schools or other High Schools, or the University of California.

SEC. 139. Teachers must endeavor to make themselves acquainted with parents and guardians, in order to secure their aid and co-operation, and better to understand the temperaments, characteristics and wants of the children.

SEC. 140. Teachers must daily examine the lessons of their various classes, and make such special preparation upon them, if necessary, as not to be constantly confined to the text-book; and instruct all their pupils, without partiality, in those branches of school studies which their various classes may be pursuing. In all their intercourse with their pupils they are required to strive to impress on their minds, both by precept and example, the great importance of continued efforts for improvement in morals, and manners, and deportment, as well as in useful learning.

SEC. 141. Teachers must explain each new lesson assigned, if necessary, by familiar remarks and illustrations; that pupils may know what they are expected to do at the next recitation, and how it is to be done. Teachers should use the text-book only for occasional reference, and should not permit it to be taken to the recitation to be referred to by the pupils, except in cases of such exercises as absolutely require it. They should assign many questions, of their own preparing, involving an application of what the pupils have learned to the business of life.

SEC. 142. Teachers must endeavor to arouse and fix the attention of the entire class, and to occupy and to bring into action as many of the faculties of their pupils as possible. They should never proceed with the recitation without the attention of the entire class, nor go round it with recitation always in the same order or in regular rotation.

SEC. 143. Teachers must at all times exhibit proper animation themselves, manifesting a lively interest in the subjects

taught; avoid all heavy plodding movements, all formal routine in teaching, lest the pupils be dull and drowsy, and imbibe the notion that they study only to recite.

JANITORS.

SEC. 144. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 145. All janitors receiving salaries of $40 per month and upward shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, except by permission of the Principals.

SEC. 146. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings and yards, and perform other reasonable duties as may be ordered by the Principal.

SEC. 147. They shall have the right of appeal from the orders of Principals to the Superintendent, who shall report the same to the Committee on Janitors. Janitors of Evening Schools shall remain on the premises during the session.

SEC. 148. Janitors must sweep each room, hall, stairway, and outbuildings daily after the close of the afternoon session, whenever practicable, and in the morning thoroughly dust all the furniture.

SEC. 149. No janitor shall begin sweeping in any school room until both teacher and pupils have retired. Teachers of Primary classes must relinquish their rooms to janitors, if requested to do so, at not later than 3:30 P. M., and teachers of Grammar and High School classes at not later than 4 P. M.

SEC. 150. Janitors must remove chalk-dust from boxes, at least once a week, and ashes from stoves as often as necessary; close all windows and fasten all windows of the lower story, and lock all outer doors at night or before leaving the buildings; keep side and cross walks clean and see that the street gutters are kept unobstructed; remove paper and other rubbish from yards; remove marks and defacements from fences and walls, when possible; report without delay to the Principals or Superintendent any abuse of school property on the part of pupils or other parties.

SEC. 151. Janitors are further required:

(1.) To wash down the front steps and sidewalks twice a week, if necessary, and to flush the vaults every day.

(2.) To scrub and clean the floors of each school building twice a year; once during the summer and once during the holiday vacation. To clean the doors and all finished and painted work at least twice a year, and windows four times a year.

(3.) To go on errands only for school purposes.

SEC. 152. Janitors shall put no coal into stoves or furnaces after 1 o'clock P. M., unless by order of the Principals. Fires must not be lighted earlier than 8:15 A. M.

SEC. 153. Janitors are not required to act as monitors in the yard.

DUTIES AND RIGHTS OF PUPILS.

SEC. 154. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all the directions of the teacher; to observe good order and propriety of deportment; to be dili-

gent in study, respectful to teachers, and kind and obliging to school-mates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.

SEC. 155. All Day Schools shall be open for the admission of pupils over five years of age.

SEC. 156. All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade; but the Superintendent or Committee on Classifications may transfer a pupil to a more distant school when, in their judgment, good reasons exist therefor. No pupil, however, shall be admitted to any school to the exclusion of any who live nearer the school. In case of removal from one part of the city to another the transfer of a pupil from one school to another before the close of the school year shall be optional with the parents.

SEC. 157. In the assignment of pupils to any grade which may include two or more classes, Principals must so distribute pupils as to make the classes of equal rank in point of ability. In mixed schools an equal number of boys and girls must be assigned to each class of the same grade.

SEC. 158. Whenever the prescribed number of pupils has been admitted into any class or grade, the Principal shall keep a register of all applicants entitled to admission, who shall be admitted to vacancies in the order of their registration. Whenever a pupil is transferred, a certificate shall be given stating the name, age, grade, scholarship, deportment, attendance, residence, whether vaccinated or not, and cause of transfer. Principals must not receive pupils who have attended any other public school within a period of one year, without transfers.

SEC. 159. In classifying their schools Principals must observe the following rules:

(1.) The maximum number of pupils in a Primary or Grammar class shall be fifty, provided there is good seating capacity in the class-room for this number. The minimum number of pupils in a class shall be forty, except in receiving classes or eighth grades, High School classes, or in schools having less than four classes, or in case of an exceptionally small class-room.

(2.) The maximum number of pupils in a receiving class shall be forty, but a larger number may be admitted temporarily while awaiting the formation of an additional class.

(3.) Whenever any class falls below an average daily attendance of twenty-seven, or an average number belonging of thirty for a period of one month, the Principal must distribute the pupils of such class among other classes if practicable; if such consolidation is not possible, the Principal shall report the facts to the Superintendent and the chairman of the Committee on Classification. This rule does not apply to schools of less than four classes, to High Schools, or to Evening Schools.

SEC. 160. In High Schools a full junior or middle class shall consist of forty pupils and a full senior class of thirty-five pupils.

SEC. 161. Pupils who request it are entitled, on leaving school, to receive a certificate in accordance with their scholarship and deportment.

SEC. 162. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect must be sent home to be properly prepared for school. Pupils who are affected with any contagious disease, or in whose families there may be any contagious diseases, shall not be allowed to remain

in school or to return to school without certificates from the attending physicians, countersigned by the Health Officer, that all danger of contagion is past.

SEC. 163. Non-resident pupils shall be admitted to the Public Schools of the City and County of San Francisco only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the Public Schools shall pay to the Board of Education, to the credit of the General Fund, for each term of five months in advance:

High School and Commercial School.....$20 00
Grammar or Primary School..... 10 00

No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to send, free of charge, one pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

SEC. 164. No petition against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians.

SEC. 165. Pupils regularly admitted to any one of the High Schools, who by reason of illness, or for any other sufficient reason, are unable to do all the work of the regular course, may, upon request of the parent or guardian, take any portion thereof, so long as they continue to perform satisfactorily that portion of the course which they undertake;

but no pupil taking less than the entire course shall be graduated or receive any diploma, unless by vote of the Board of Education upon the recommendation of the Committee on Rules.

SEC. 166. Special students in one or more branches may be admitted to the High Schools by the Superintendent, or the Committee on Rules, upon the certificate of the Principal and the class teacher that there is room for such pupil, and that the regular classes will not be thereby incommoded. No such special pupil shall receive from the class teacher any more time or attention than is given to other members of the class to which such pupil is attached.

VACCINATION.

SEC. 167. Teachers must not admit pupils to school except on satisfactory evidence that children applying for admission have been vaccinated. In case the certificate of vaccination has been lost, and it is impossible for the parent or guardian to obtain a duplicate certificate, a certificate from the Health Officer, made after personal examination, that the child has been vaccinated, shall be satisfactory evidence.

SEC. 168. The Board of Education must enforce the following provisions of "An Act to encourage and provide for a general vaccination in the State of California," approved February 20, 1889:

"SECTION 1. The Trustees of the several common school districts in this State, and Boards of common school government in the several cities and towns, are directed to exclude from the benefits of the common schools therein, any child or any person who has not been vaccinated, until such time when said child or person shall be successfully vaccinated;

provided, that any practicing and licensed physician may certify that the child or person has used due diligence and cannot be vaccinated so as to produce a successful vaccination, whereupon such child or person shall be excepted from the operation of this Act.

"SEC. 2. The Trustees or local Boards, annually, or at such special times to be stated by the State Board of Health, must give at least ten days' notice, by posting a notice in two or more public or conspicuous places within their jurisdiction, that provision has been made for the vaccination of any child of suitable age who may desire to attend the common schools, and whose parents or guardians are pecuniarily or otherwise unable to procure vaccination for such child.

"SEC. 3. The said Trustees or Board must, within sixty days after the passage of this Act, and every year thereafter, ascertain the number of children or persons in their respective school districts or subdivision of the city school government being of an age suitable to attend common schools, who have not been already vaccinated, and make a list of the names of all such children or persons. It also shall be the duty of said Trustees or Board to provide for the vaccination of all such children or persons in their respective school districts, a good and reliable vaccine virus wherewith to vaccinate such children or persons who have not been vaccinated; and when so vaccinated to give a certificate of vaccination, which certificate shall be evidence thereof for the purpose of complying with Section 1."

PUPILS AND TEACHERS.

SEC. 169. Teachers must hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises. They must endeavor to

prevent them from gathering around the premises before the time of opening the yards, and must require them to go home immediately after dismissal.

SEC. 170. Pupils, on entering school, must be furnished with a list of books and other articles required in the Course of Study. The neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat.

SEC. 171. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, *which shall be signed by the parent* and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be numbered and labeled as library books, and shall be collected by the Principals at the end of each term, and replaced in the school library, to be used as occasion may require in supplying other pupils. No pupil who fails to return books in reasonably good condition shall be supplied with them in the future.

SEC. 172. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class-room at recesses, except in inclement weather.

SEC. 173. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal or the Superintendent.

SEC. 174. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 175. Pupils who are not in their class-rooms at nine o'clock A. M., or one P. M., shall be marked as tardy.

SEC. 176. Principals must report the names and residences of habitual truants to the Secretary of the Board, whenever the case requires the assistance of the Police Officer of the Board of Education.

SEC. 177. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 178. No pupil shall be sent home for an excuse during session hours; nor shall any pupil be sent for absent or tardy pupils, nor on errands of any kind whatever.

SEC. 179. Pupils must not be required to wash dishes or set tables in or about the teachers' lunch-rooms.

SEC. 180. Parents or guardians of children who have been tardy are requested to send a written excuse to the teacher on the same day that the tardiness occurs or the day following.

SEC. 181. Parents or guardians who wish children excused from school before the regular hour for dismissal are requested to send a written note to the Principal.

SEC. 182. Pupils shall be allowed to go home to lunch at the noon intermission, except in the case of children whose parents request teachers to detain them.

SEC. 183. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 184. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages on complaint of

the Principal or Superintendent. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on the school premises, shall be liable to suspension or expulsion.

SEC. 185. Willful disobedience, habitual truancy, habitual vulgarity or profanity, stealing, or the carrying of deadly or dangerous weapons, shall constitute a good cause for the suspension or expulsion of pupils from school.

SEC. 186. Pupils are prohibited from using tobacco on the school premises, or on the way to and from school.

SEC. 187. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

PROMOTIONS.

SEC. 188. In Primary classes, and in all Grammar grades, except the eighth, the promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher, on the pupils' work for the year.

SEC. 189. The graduation of pupils from Grammar, Commercial and High Schools, and the Normal Department of the Girls' High School, shall be determined by the Principal of each school, subject to the approval of the Superintendent, and, if necessary, to the order of the Board. In making a standard of graduation, a pupil's work for the year shall count at least half of such standard. The Class Record may be supplemented by such written or oral examinations as may be ordered by the Superintendent under the general directions of the Board of Education.

EVENING SCHOOLS.

SEC. 190. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 191. They shall be free to all persons over ten years of age.

SEC. 192. No pupil that attends a Day School shall be admitted to an Evening School except by permission of the Superintendent or the Committee on Rules, and no children shall be admitted unless prevented from attending Day School by their regular occupation.

SEC. 193. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 194. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Geography, Architectural Drawing, Mechanical Drawing, Bookkeeping, Algebra and Geometry. The Text-Books must be the same as those adopted in the Day Schools.

SEC. 195. The sessions shall be held every evening in the week, except Saturday and Sunday and legal holidays, and shall be two hours in length. They shall open at 7:15 P. M., and close at 9:15 P. M.

SEC. 196. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 197. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 198. No class shall be continued for more than thirty days unless the average daily attendance equals or exceeds twenty, or the enrollment equals or exceeds twenty-five.

SEC. 199. Whenever there is a necessity for an evening class to be formed, the Committee on Classification shall report the same for the approval of the Board.

SEC. 200. Pupils shall not be admitted to an Evening class later than 8 P. M., except for satisfactory reasons.

SEC. 201. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class. Nominations shall be referred to the Committee on Qualifications of Teachers, who shall report its action at the next meeting of the Board. The Evening School substitute class shall consist of six substitutes.

SEC. 202. No teacher shall be employed both in a Day and an Evening School.

CITY BOARD OF EXAMINATION.

SEC. 203. The City Board of Examination shall consist of the Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Education, and shall hold office for two years. The City Superintendent of Schools is chairman of the City Board of Examination.

SEC. 204. The members of the City Board of Examination shall receive no compensation for their services.

EXAMINATION OF TEACHERS.

SEC. 205. The City Board of Examination may, without examination, grant city certificates and fix the grade thereof

to the holders of California life diplomas; California, Nevada and Oregon educational diplomas; California State Normal School diplomas; California State University diplomas, when recommended by the Faculty of the University, unexpired State certificates, City certificates granted in other cities of California, and the Life diplomas and State Normal School diplomas of other States; and may also, without examination, renew, and for immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, revoke any certificates previously granted in such city, or city and county. Graduates of the Normal Department of the Girls' High School of San Francisco shall be entitled to receive first grade certificates.

SEC. 206. The Board of Examination shall grant second grade certificates, which shall be valid for a period of two years; first grade certificates, which shall be valid for a period of four years; and High School certificates, which shall be valid for a period of six years.

SEC. 207. Applicants, in order to pass, shall receive a percentage of eighty-five, in a written or written and oral examination. Applicants for second grade certificates shall pass in the following subjects, to wit: Arithmetic, Grammar, Spelling and Defining, Composition, Geography, Methods of Teaching, Penmanship, History, Mental Arithmetic, Reading and subject matter.

SEC. 208. Applicants for first grade certificates, who are the holders of San Francisco City and County second grade certificates, shall pass in the following subjects, to wit: Algebra, Physics, Physiology, Spencer on Education, Bookkeeping, Physical and Political Geography, Drawing, Music (oral).

SEC. 209. Applicants for first grade certificates, who are not holders of San Francisco City and County second grade certificates, shall pass in the following subjects, to wit: Arithmetic, Grammar, Spelling and Defining, Composition, Geography, Methods of Teaching, Penmanship, History, Mental Arithmetic, Reading and subject matter, Algebra, Physics, Physiology, Spencer on Education, Bookkeeping, Physical and Political Geography, Drawing, Music (oral).

SEC. 210. Applicants for High School certificates, who are holders of San Francisco City and County first grade certificates, shall pass in the following subjects, to wit: Physics, Algebra, Geometry, Physical Geography, General History, English Literature, Sully's Psychology, and any one of the following subjects, to wit: Botany, Zoology or Chemistry.

SEC. 211. Applicants for High School certificates, who are not holders of San Francisco City and County first grade certificates, shall pass in the following subjects, to wit: Arithmetic, Grammar and Rhetoric, Physical Geography, Physics, Algebra, Geometry, General History, English Literature, Sully's Psychology, and any one of the following subjects, to wit: Botany, Zoology and Chemistry.

In addition to the foregoing all applicants for High School certificates, in order to teach Latin or Greek, shall pass in these studies.

SEC. 212. Any applicant for a special certificate for teaching one particular branch of study must pass an examination in that special study, together with such other studies as may be required by the City Board of Examination. Special certificates may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, Kindergarten work, Sewing, Stenography, Type-writing and Penmanship.

SEC. 213. The Board of Examination may allow the applicants for first and second grade certificates extra credits at the rate of one per cent. for each year's teaching, but not to exceed ten per cent. for successful experience in teaching.

SEC. 214. Teachers in High Schools must hold a High School certificate; in Grammar Grades, at least a first grade certificate; in Primary Grades, at least a second grade certificate. Any special teacher of Music, Elocution, Drawing, French, German, Spanish, Kindergarten work, Bookkeeping, or Penmanship, Short-hand and Type-writing, must hold a special certificate for the branch which he or she may teach.

APPOINTMENTS AND VACANCIES.

SEC. 215. Any teacher left without a class in consequence of the consolidation of classes, must be assigned to the head of the substitute class. Such teachers must be assigned to duty in preference to substitute teachers.

SEC. 216. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 217. All assistant teachers in Primary and Grammar Schools, shall be appointed originally on trial to a class that shall be known as the substitute class, which shall not exceed thirty-six in number, and each Director, in turn, may nominate one candidate for each vacancy, as it occurs in said class; all nominations to be made in open Board. The nominations shall be referred to the Committee on Qualifications of Teachers, who shall report at the next regular meeting of the Board. On a favorable report of said committee, the Board shall proceed to elect, *viva voce*, the candidate or candidates recommended to fill the vacancy or vacancies.

SEC. 218. Appointments to the regular force of teachers in Primary and in Grammar Schools shall be made from the substitute class, except by unanimous vote of the Board of Education. When a vacancy exists the Committee on Classification shall recommend the senior teacher of the substitute class for appointment by the Board of Education; *provided*, that the Superintendent shall have certified to the committee that the general tenor of the reports of Principals on the substitute teacher's work shows that the teacher has proved successful in teaching and in discipline. If the reports of Principals are unfavorable the committee shall consider the next member of the substitute class, in order, until one is reached on whom a favorable report has been made. Any substitute teacher who fails to receive a favorable report shall be placed by the committee at the foot of the class, or may be dropped from the roll of the class. Any teacher appointed in accordance with these provisions shall be conditionally appointed on trial for a period of six months, and shall be known as a probationary teacher.

SEC. 219. The Principal of a school in which a probationary teacher shall have taught for five months must make a report to the Superintendent on the success or failure of such teacher. Within one month after receiving such report, the Superintendent must make a report to the Committee on Classification, based on the reports of the Principal, the Deputy Superintendent, and his own observation on the success or failure of such teacher. If his report be unfavorable the committee may allow another trial of six months, or may recommend that the teacher be dismissed for incompetence. If the report is favorable the committee shall recommend the final election of such probationary teacher as a regular teacher in the School Department. If elected, such teacher shall be dismissed, after a fair hearing, only for violation of the Rules

of the Board of Education, or for incompetency, unprofessional or immoral conduct.

Sec. 220. All complaints or charges against teachers or other employés of the School Department must be duly specified in writing, and if made by a person other than a Director, the Superintendent or Deputy Superintendent, shall be verified, and shall be considered by the committee to whom the same shall be referred, in executive session. Said committee, before reporting to the Board, shall give the teacher or employé so charged a fair hearing.

Sec. 221. Whenever the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Superintendent and to the Committee on Classification, who may temporarily fill the vacancy with a substitute teacher. The Committee on Classification, at the next regular meeting of the Board, shall recommend a suitable teacher for the vacancy.

Sec. 222. After July 1st of each year the first three vacancies occurring in the substitute class shall be filled by appointment from the graduates of the Normal Department of the Girls' High School of that year, in the order of their rank in graduation.

MISCELLANEOUS.

Sec. 223. School buildings must be used exclusively for public instruction.

Sec. 224. No festival, exhibition, concert, excursion, or picnic shall be held by any school unless authorized by the Board of Education, and, when authorized, the net proceeds therefrom shall be paid to the Superintendent, who shall be the custodian of the money until expended for the purposes

for which it was collected. The Principal of the school, Superintendent, and the chairman of the Committee on Supplies, shall have power to expend the same for apparatus or school appliances, the bills being subject to vote of the Board. All articles purchased shall belong to the School Department.

SEC. 225. No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

SEC. 226. In accordance with the requirements of the State School Law, receiving classes shall be placed in charge, wherever practicable, of Normal School graduates, or of teachers who have had at least two years' experience in teaching.

SEC. 227. The salaries of teachers, and other employes of the Board, shall begin at the time they respectively enter upon their duties.

SEC. 228. Whenever a flag is provided for school use, the Committee on Buildings and Grounds is authorized to order the erection of a suitable flag-staff on the school house or on the grounds.

SEC. 229. All teachers and employes of the School Department shall be actual residents of the City and County of San Francisco; provided, that this rule shall not affect any of the teachers and employés who at the date of the adoption thereof are non-residents of the City and County of San Francisco.

SEC. 230. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books, publi-

cations, or articles of any kind be advertised, distributed or exhibited in school, by teachers, pupils or other persons.

SEC. 231. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 232. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or shall receive a present from any pupil.

SEC. 233. All former rules of the Board of Education, and all resolutions and orders passed by the Board of Education that are in conflict with these rules, are hereby rescinded. Additions and amendments may be made to these rules by a vote of nine members of the Board, notice having been given, in writing, of the proposed additions or amendments for at least two weeks.

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RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

Adopted 1893.

SAN FRANCISCO:
THE HINTON PRINTING COMPANY.
1893.

RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

Adopted 1893.

SAN FRANCISCO:
THE HINTON PRINTING COMPANY.
1893.

BOARD OF EDUCATION.

1894.

PRESIDENT . . . . . F. A. HYDE

MEMBERS.	OFFICES.	RESIDENCES.
F. A. HYDE	630 Commercial street	2012 Pacific avenue.
PELHAM W. AMES	Spring Valley Water W'ks.	1312 Taylor street.
JERE T. BURKE	S. F. Clearing House	1415B Clay street.
THOMAS R. CAREW	19 Van Ness avenue	326 Fell street.
DR. C. A. CLINTON	3279 Mission street	N. E. corner Howard and 21st streets.
JAMES H. CULVER	31 Post street	1111 Clay street.
J. J. DOWLING	234 Montgomery street	1314 Scott street.
J. J. DUNN	16 Post street	2026 Golden Gate ave.
S. E. DUTTON	212 California street	2511 Sacramento st.
CHARLES A. MURDOCK	532 Clay street	2710 Scott street
J. H. ROSEWALD		922 Geary street.
FRANK J. SYMMES	222 Sutter street	630 Harrison street.

SUPERINTENDENT OF COMMON SCHOOLS:

JOHN SWETT ..... New City Hall

Residence, 1419 Taylor street.

DEPUTY SUPERINTENDENT OF COMMON SCHOOLS:

MADISON BABCOCK ..... New City Hall

Residence, 25 Thirteenth street.

SECRETARY:

GEORGE BEANSTON ..... New City Hall

Residence, 1014 Fillmore street.

ASSISTANT SECRETARY:

GEORGE W. WADE ..... New City Hall

Residence, 1436 Leavenworth street.

ASSISTANT SECRETARY:

I. J. ASCHHEIM ..... New City Hall

Residence, 409 Eddy street.

BOOKKEEPER:

GILES C. LETCHER ..... New City Hall

Residence, 3036 California street.

STENOGRAPHER:

MISS M. F. CUSICK ..... New City Hall

Residence, 671 Clementina street.

MESSENGER:

FRANK W. YALE ..... New City Hall

Residence, 815 Valencia street.

STANDING COMMITTEES.

The President is ex-officio a member of all standing Committees
The Superintendent is ex-officio a member of the Committees on Classification, on Rules, and on Qualifications of Teachers.

FINANCE:

SYMMES, CULVER, MURDOCK.

CLASSIFICATION:

BURKE, AMES, CLINTON, ROSEWALD, MURDOCK.

RULES:

AMES, SYMMES, CULVER.

QUALIFICATIONS OF TEACHERS

ROSEWALD, SYMMES, AMES.

BUILDINGS AND GROUNDS:

DOWLING, BURKE, ROSEWALD.

SALARIES:

CLINTON, CAREW, DUNN.

SUPPLIES:

DUTTON, BURKE, DUNN.

JUDICIARY:

CAREW, DOWLING, CLINTON.

PRINTING:

CULVER, DUNN, CAREW.

JANITORS:

DUNN, DUTTON, CULVER.

VISITING:

MURDOCK, CLINTON, DUTTON.

OFFICE HOURS FOR SCHOOL BUSINESS.

GENERAL OFFICE.....NEW CITY HALL
From 9 A. M. to 4 P. M.

SUPERINTENDENT.....New City Hall
From 8 to 9 A. M. and from 3 to 4 P. M.; Saturdays, from 9 A. M. to 12 M.

F. A. HYDE.....630 Commercial street

PELHAM W. AMES.....1312 Taylor street
Evenings except Saturday.

JERE T. BURKE.....At office of Superintendent, New City Hall
Tuesdays, from 4:30 to 5:30 P. M.

THOMAS R. CAREW.....19 Van Ness avenue
Fridays, from 3 to 6 P. M.

DR. C. A. CLINTON.....N. E. corner Howard and Twenty-first streets
From 2 to 4 P. M.

JAMES H. CULVER.....31 Post street
Fridays, from 3 to 5 P. M.

J. J. DOWLING.....234 Montgomery street
Thursdays, from 4 to 5 P. M.

J. J. DUNN.....At office of Superintendent, New City Hall
Tuesdays, from 3 to 4 P. M.

S. E. DUTTON.....212 California street

CHARLES A. MURDOCK.....532 Clay street
Thursdays, from 3 to 5 P. M.

J. H. ROSEWALD.....922 Geary street
Tuesday evenings, from 6:30 to 7:30 P. M.

FRANK J. SYMMES.....222 Sutter street
Fridays, 4:00 P. M.

RULES

OF THE

BOARD OF EDUCATION.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To appoint, in the month of January of each year, all Standing Committees of the Board of Education, subject to its approval thereof.

Second—To preside at the meetings of the Board, and to preserve order and decorum.

Third—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

Fourth—To order a vote of the Board to be taken by a call of the yeas and nays, at the request of any member.

Fifth—To appoint all Special Committees of the Board unless such appointments be otherwise provided for.

Sixth—To be *ex officio* a member of all Standing Committees.

Seventh— To suspend any or all schools or classes when deemed necessary or advisable, and to submit such action to the Board for its approval at the earliest opportunity.

Eighth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Ninth—To exercise a general supervision over and keep himself informed as to the needs of the School Department, and to make such recommendations to the Board and committees, from time to time, as will, in his opinion, promote the welfare of the schools.

Tenth—To authenticate by his signature, jointly with the Secretary, all teachers' certificates, diplomas, contracts, leases, and other legal documents which require execution in the name of the Board.

Eleventh—To approve the official bonds of employes.

Meetings.

Sec. 4. The regular meetings of the Board shall be held on the second and last Wednesdays of each month.

Sec. 5. The hour for opening the sessions of the Board shall be eight o'clock p. m., if a quorum be present. If a quorum be not obtained the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

Sec. 6. Special meetings may be called by the Presi-

dent, whenever in his judgment the needs of the Department require them.

SEC. 7. Special meetings shall be called by the President on the written request of any three members of the Board, stating the object of said meetings.

SEC. 8. No special meeting shall be called on a shorter notice than twenty-four hours.

SEC. 9. No business shall be transacted at any special meeting other than that for which it is called.

Quorum.

SEC. 10. Seven members of the Board shall constitute a quorum and shall be necessary for the transaction of any business.

Rules of Order.

SEC. 11. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Cushing's Manual."

SEC. 12. No measure or proposition shall be valid unless it be passed by seven votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 13. All motions, resolutions, orders and votes of the Board, involving the disbursement of money, shall be taken by yeas and nays, and the votes registered.

SEC. 14. No member shall speak more than twice on the same subject, without leave of the Board.

SEC. 15. A reconsideration can be had only at the same

meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 16. Any rules adopted by the Board may be amended or repealed by the affirmative vote of seven members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 17. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

Order of Business.

SEC. 18. The following shall be the order of business at all regular meetings of the Board:—

1. Roll Call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Appointment, Nomination and Election of Teachers.
7. Reports of Special Committees.
8. Unfinished Business.
9. New Business.

Standing Committees.

SEC. 19. The Standing Committees shall be as follows, and each committee shall consist of not less than three members:—

1. Finance.
2. Classification.
3. Rules.
4. Qualifications of Teachers.
5. Buildings and Grounds.

6. Salaries.
7. Supplies.
8. Judiciary.
9. Printing.
10. Janitors.
11. Visiting.

SEC. 20. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 21. All committee meetings shall be held at the rooms of the Board of Education, and a record of the proceedings thereof shall be kept by the Secretary of the Board, if requested, who shall be *ex-officio* the Clerk of each Committee, and for such extra services shall receive such compensation as shall be fixed by the Board of Education.

Finance.

SEC. 22. It shall be the duty of the Committee on Finance:

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents and water, and bills presented under written contract with the Board, to be sworn to by the parties presenting them.

(3.) To examine semi-annually, in the month of July and January, the accounts of the Secretary of the Board; also the books and accounts of the Bookkeeper of the School Department, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks and other employes of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the condition of the funds under the control of the Standing Committees.

(7.) To exercise a general supervision and control over the expenditures of the School Department; to see that the school funds are properly and economically disbursed, and that no bills are contracted by any person or committee which are not in accordance with law and for the best interests of the schools, and to attend to such other financial matters as may, from time to time, be referred to it by the Board, or that it may deem necessary; *provided*, that all rulings or orders of the Finance Committee shall be subject to appeal to the Board.

Classification.

SEC. 23. It shall be the duty of the Committee on Classification, and it shall have power—

(1.) To determine the classification of schools, and the promotion of classes.

(2.) To prepare and recommend to the Board for its

adoption, the Course of Study to be pursued in the schools, and, from time to time, to recommend such changes as may be deemed desirable.

(3.) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4.) To transfer pupils from one school to another, when good reasons exist for so doing.

(5.) To recommend to the Board the adoption of such text-books as may be required by the Course of Study.

(6.) To determine the rank of assistant teachers, and to recommend to the Board their promotion from one grade to another.

(7.) To report to the Board, from time to time, the number of substitute teachers that may be needed in the schools.

(8.) To appoint one of the teachers in any Primary School of eighteen or more classes to take charge, under the direction of the Principal, of the boys' yard at the recesses. Such teacher shall be designated as Head Assistant, and shall be allowed twenty dollars extra compensation per month.

(9.) To consider all propositions to transfer teachers from one school to another, and to report to the Board for confirmation or rejection.

(10.) To attend to such other matters as may be referred to it by the Board.

Rules.

SEC. 24. It shall be the duty of the Committee on Rules and it shall have power—

(1.) To examine every proposition presented to the

Board for the repeal or the amendment of any of the rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, by any member thereof, or by the Superintendent.

(4.) To investigate all charges that may be preferred against any teacher or school officer for violation of the rules of the Board, or for misconduct.

(5.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employe of the Department, and report the same to the Secretary immediately, and the facts to the Board at its next regular meeting.

(6.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent. The action of the committee shall be final ; *provided* that, if in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(7.) To grant to teachers permission to be absent, or excuses for absence, for a period not exceeding two weeks, or leave of absence for a period not exceeding one month.

(8.) To consider all applications from teachers for leave of absence, and to report the same to the Board for its action.

(9.) To attend to such other matters as may be referred to it by the Board.

Qualifications of Teachers.

SEC. 25. The Committee on Qualifications of Teachers shall have power, and it shall be their duty—

(1.) To take under consideration all nominations for positions as teachers in the School Department, and all recommendations of the City Board of Examination for the issuance or renewal of certificates.

(2.) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3.) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and report, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

(4.) To receive and examine all reports from the Superintendent, and all complaints from others, involving the competency of teachers (except where, by vote of the Board, such reports or complaints may be otherwise referred), and to investigate and take testimony regarding the same, and to report the result of such investigations and its recommendations to the Board for final action.

Buildings and Grounds.

SEC. 26. The Committee on Buildings and Grounds shall have power, and it shall be its duty:—

(1.) To exercise a general supervision over the buildings and grounds of the department.

(2.) To supervise all repairs of school property.

(3.) To report to the Board, for action, all information regarding the location, erection and alteration of school buildings, and the repairs thereof, when called for by vote

of the Board; and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, the character of the work, and the cost thereof.

(4.) To report, in writing, during the month of May in each year, the condition of all school property.

(5.) To require the Secretary of the Board, in the month of May in each year, to advertise, for two weeks, in one daily paper of general circulation, published in San Francisco—to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other material may be required in the Carpenters' Department during the succeeding fiscal year, beginning the first day of July following.

(6.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in one daily paper of general circulation—to be designated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(7.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(8.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(9.) To perform such other duties as may be assigned to it by the Board.

Salaries.

SEC. 27. The Committee on Salaries shall have power, and it shall be its duty:—

(1.) To prepare and report annually in the month of June, a schedule of salaries for the ensuing fiscal year, for the teachers and other employes of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employe of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matter connected with salaries of employes that may be referred to it by the Board.

Judiciary.

SEC. 28. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

Supplies.

SEC. 29. It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(1.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, and the character of the work done.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in

one daily paper of general circulation, to be designated by the Committee, for sealed proposals for supplies for the School Department under its supervision.

(3.) To supervise the use of the supplies by the various schools and employes ; and to adopt such measures as will tend to proper economy.

(4.) To apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(5.) To superintend the General Jobber and his assistants.

(6.) To perform such other duties as may be assigned to it by the Board.

Printing.

SEC. 30. It shall be the duty of the Committee on Printing, and it shall have power—

(1.) To supervise all printing required by the Department.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in one daily paper having a general circulation, to be designated by the committee, for sealed proposals for printing such blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year.

Janitors.

SEC. 31. It shall be the duty of the Committee on Janitors, and it shall have power—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all cases of delinquency or neglect of duty on the part of janitors reported to it, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

Visiting.

SEC. 32. It shall be the duty of the Visiting Committee to visit the schools of the Department, from time to time, and to make such written reports to the Board as may be deemed necessary.

General Rules.

SEC. 33. All orders or circulars to Principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Executive Officer of the Board, after authorization by a vote of a committee or of the Board.

Proposals for Work.

SEC. 34. All proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting.

Incurring Expense.

SEC. 35. No Director shall incur any expense against the Department unless authorized by the Board.

Superintendent of Common Schools.

SEC. 36. The Superintendent shall have power, and it shall be his duty:

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and supervise teachers' record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in which their defects may be remedied and their efficiency promoted.

(4.) To see that the rules of the School Department are observed.

(5.) To recommend to the Board such changes in the rules, and such other measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employes of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms for all blanks, cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office, for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent, and Principals of Schools.

(11.) To be *ex officio* a member of the Committees on Classification, on Rules, and on Qualifications of Teachers, with the right to vote in said committees.

(12.) To investigate all cases of suspension of pupils from the schools, and in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) Upon the recommendation of Principals or assistants to promote pupils to higher grades, or put them back to lower grades when, in his judgment, the interests of such pupils or of the classes require such action.

(14.) To direct, under the rules of the Board, the promotion of pupils and the grading of the classes in the schools.

(15.) To make an annual report at the close of the fiscal year, showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(16.) To visit each school and each class at least once during each school year.

(17.) To keep regular office hours, other than school hours.

(18.) To attend to such other matters as may, from time to time, be referred to him by the Board.

Deputy Superintendent of Common Schools.

SEC. 37. It shall be the duty of the Deputy Superintendent—

(1.) To act under the direction of the Superintendent, and in his absence, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office.

(3.) To visit the schools and the classes of the Department, and, by frequent oral examination, to ascertain their condition.

(4.) To observe carefully the methods of instruction and discipline pursued by the teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals and teachers and the condition of the classes visited by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

Secretary of the Board of Education.

SEC. 38. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions and

documents, which are to be sent to members of the Board to the chairmen of committees, to Principals, to teachers and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13) To superintend, under the direction of the Superintendent, the Assistant Secretaries, Bookkeeper, Typewriter, and other attaches of the office of the Board of Education, and to report to the Superintendent any delinquency on their part.

Inspector of Buildings.

Sec. 39. An Inspector of Buildings shall be elected by the Board of Education, who shall hold his position at the pleasure of the Board. He shall be immediately responsible to, and subject to the control of, the Committee on Buildings and Grounds.

Sec. 40. The Inspector of Buildings shall furnish a bond in the sum of $5,000, for the faithful performance of his duty. His salary shall be fixed by the Board of Education.

SEC. 41. It shall be the duty of the Inspector of Buildings—

(1.) To keep at his office books for the registering of all requisitions, and he shall not permit such books to be taken from his office, except by order of the Board.

(2.) To present all requisitions and estimates for repairs to the Committee on Buildings and Grounds; and no such requisition shall be considered without the signature of the Chairman thereof.

(3.) To file with the Bookkeeper of the Board of Education duplicate bills for all repairs made.

(4.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(5.) The office of the Inspector of Buildings shall be in the rooms of the Secretary of the Board of Education.

Storekeeper.

SEC. 42. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 43. He shall be subject to the direction of the Committee on Supplies.

SEC. 44. It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Bookkeeper of the Board of Education, within twenty-four hours after the receipt of the goods, and shall retain in his office the original bill, also showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the specifications, and shall reject any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keep an account with each school, showing a statement of all articles furnished thereto, and also all articles returned by the schools.

(9.) Not to deliver any supplies for the use of any

school unless a requisition is presented to him, properly drawn and signed by the Principal of the school and countersigned by the chairman of the Committee on Supplies.

(10.) Not to deliver any supplies for use in the office of the Board of Education unless a requisition is presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name minutely of each article delivered; and he shall send the original receipt to the Bookkeeper of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(13.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

PUBLIC SCHOOLS.

SECTION 45. The schools of the Department are classed as Primary, Grammar, Evening, Commercial and High Schools.

SEC. 46. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 47. The first term of the public schools shall begin on the second Monday of July, and end on the third Friday of December. The second term shall begin on the Monday following the first day of January, and end on the last Friday in May. There shall be a vacation during the third week in March, and during the third week in September.

SEC. 48. There shall be no school on Saturdays, Sundays, or any legal holiday, except Election Day. The following days must be observed as holidays: Christmas, New Year's, Washington's Birthday, Memorial Day, the Fourth of July, Admission Day, Thanksgiving Day and the day following, and any other State or National holiday, except Election Day. Whenever any of these holidays occur on Sunday the following Monday shall be observed as a holiday.

SEC. 49. The President of the Board, or in his absence from the city, the Superintendent, shall have power to suspend all the schools or any particular school or class, if deemed by him necessary, or desirable, and his action shall be reported to the Board at the next regular meeting.

SEC. 50. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock, and end at 12. There shall be a recess of ten minutes at 10:30. The afternoon session shall begin at 12, and end at 3, with an intermission of one hour from 12 to 1. A calisthenic exercise of five minutes shall be given at 10, except in High Schools. The sessions of the Commercial High School shall be from 9 to 12:30, and from 1 to 3, the industrial department to continue till 3:45.

SEC. 51. In Primary grades below the third the afternoon session must close at 2:30. A recess of ten minutes must be given in all grades below the third at 1:45.

SEC. 52. The school yards must be open at half past eight, and the bell must ring for the admission of pupils to their class-rooms at ten minutes to 9; lines must then be formed and pupils must march into their class-rooms. In rainy weather one or more class-rooms shall be open at 8:30.

SEC. 53. All Day Schools having Primary grades and an daily average attendance of less than two hundred and seventy-five pupils in the grammar grades shall be known as Primary Schools.

SEC. 54. All schools having an average daily attendance of two hundred and seventy-five pupils, or more, in the Grammar grades, for five consecutive months, shall then be known as Grammar Schools.

SEC. 55. All grades below the fourth shall be known as

Primary grades, and all from the fourth to the eighth, inclusive, shall be known as Grammar grades.

SEC. 56. Each Primary School shall be taught by a Principal and such assistants as may be necessary, but in schools having eight classes or more the Principal shall not be required to teach a class. The salary of the principal of a primary school shall not be hereafter increased to a sum greater than one hundred and fifty dollars per month.

SEC. 57. Each Grammar School shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed; and the salary of the Principal of a grammar school shall not be hereafter increased to a sum greater than one hundred and seventy-five dollars per month.

DUTIES OF PRINCIPALS.

SEC. 58. It is the duty of Principals:

(1.) To observe and enforce the Rules of the Board, and to report to the Superintendent any willful violation thereof by their assistant teachers.

(2.) To carry into effect the course of study and the general directions of the Superintendent.

(3.) To visit each class at least once every day, and aid their assistants by suggestions and by practical illustrations of methods of teaching.

(4.) To see that the fire-drill is practiced in their schools at least once a month.

(5.) To call meetings of their teachers after school hours as often as they may deem necessary, but not less than once a month, for the purpose of discussing methods of teaching or matters of school discipline.

(6.) To notify their assistants of all rules, orders and resolutions affecting them that may be adopted by the Board of Education, as soon as possible after they have been officially informed of their adoption by the Board.

(7.) To send to the Secretary of the Board monthly reports of their schools on the Monday following the last day in each school month, on blanks furnished by the Superintendent, which reports shall be placed on file in the office of the Board.

(8.) To make written reports to the Superintendent in the months of June and December of each year, as to the efficiency and success of the teachers in their schools. Such reports shall be submitted to the Committee on Qualifications of Teachers.

SEC. 59. Principals must keep a record of the attendance and absence of themselves and assistants in the Teachers' Time Table provided for that purpose. They shall send to the office of the Superintendent at the close of the last school day of each calendar month, a report embodying this record for the current month, giving the exact time and date of each absence, and the reasons therefor, together with a report of the number of classes visited by them daily during the month. This report shall be filed in the office of the Board. Principals who fail to make their reports as required by this section, shall forfeit five dollars of their salary, unless excused from this penalty by vote of the Board.

SEC. 60. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked and numbered. They shall supply from the library such books as may be needed by the children of parents unable to purchase them, under such rules and

regulations as shall be prepared by the Superintendent, and shall, at the close of the school year, or when said pupils retire from the school, collect the books so furnished, and replace them in the library. They shall hold pupils to whom books have been furnished responsible for the return of the books in proper condition.

SEC. 61. Principals shall be responsible for the general discipline and management of their schools; assistants, for order in their own rooms.

SEC. 62. Principals must detail assistants, in regular order, weekly, to take charge of the yards at half-past eight o'clock and during the morning recess and noon intermission, except in Schools where there are Vice-Principals or Head Assistants. In such schools the Vice-Principals or Head Assistants shall take charge of the yards as above stated. In mixed Grammar Schools having one Vice-Principal, the Principal shall take charge of the boys' yard, and the Vice-Principal of the girls' yard. In separate Grammar Schools for boys or girls, having one Vice-Principal and two yards, the Principal shall take charge of one yard, and the Vice-Principal shall take charge of the other yard.

SEC. 63. Principals of Grammar and Primary Schools are authorized to hold public exhibitions or public oral examinations during the afternoon of the last school day of the school year. Principals of other schools are authorized to hold such exhibitions or examinations on any one day during the last week of the school year.

SEC. 64. Principals may promote deserving pupils and may put back incapable pupils at any time during the year.

SEC. 65. Within two weeks after the opening of school at the beginning of the school year, and within one week

after the opening of the term in January, of each year, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class.

SEC. 66. Principals shall order the American flag to be raised on school-houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation; on Washington's Birthday, the Fourth of July, Admission Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag must be raised at half-mast on Memorial Day, and on such other days as may be ordered by the Board, the President of the Board, or the Superintendent.

Principals are authorized to raise the flag at half-mast on the death of any teacher or any pupil belonging to their schools.

Principals are authorized to raise the flag on any day on which public exercises are held in their schools.

SEC. 67. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class-room.

SEC. 68. Principals must arrange exchanges of classes and teachers, so that instruction may be given in vocal music.

SUBSTITUTES.

SEC. 69. The regular Day substitute class shall consist of thirty teachers, who shall report for duty daily, and shall be paid such compensation as may be allowed by the Board

of Education. The Evening substitute class shall consist of six teachers under pay.

SEC. 70. Whenever substitute teachers are required in High Schools they shall be temporarily appointed by the Superintendent, until the next meeting of the Classification Committee.

SEC. 71. Whenever a regular teacher is absent from school at 9 o'clock, the Principal must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. In case the regular teacher arrives after a substitute has been called for, the substitute must remain in charge of the class the entire day.

SEC. 72. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school, shall continue in charge of the class the entire day.

SEC. 73. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principals, shall be presented at the office of the Secretary on the last school day of each calendar month.

SEC. 74. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools.

STUDENT TEACHERS.

SEC. 75. Principals must report monthly on official blanks, as to the success or failure of student teachers

assigned from the Normal Department of the Girls' High School.

SEC. 76. Student teachers must not be assigned to take charge of classes in case of the absence of regular teachers, except while a class is waiting the arrival of a regular teacher or substitute.

SEC. 77. As student teachers are sent out to be trained in methods of instruction and management, Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 78. Student teachers from the Normal Department of the Girls' High School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with the Principals of the schools.

DISCIPLINE.

SEC. 79. Teachers must co-operate with their Principals in the management of pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls, and on school grounds.

SEC. 80. Every teacher is hereby especially empowered and enjoined to command order, on and about the school premises, on the part of every pupil connected with the public schools.

SEC. 81. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of

discourteous language toward pupils or parents, are expressly forbidden.

CORPORAL PUNISHMENT.

SEC. 82. Corporal punishment shall not be administered in the High Schools, nor upon girls in any of the schools of the Department, nor upon any children whose parents specifically object to it. Such punishment must be administered only by Principals or Vice-Principals, and shall only be resorted to in extreme cases when other means fail to maintain obedience. No excessive, cruel or unusual punishment shall be allowed. Pupils shall be punished only on the palm of the hand with a leather strap.

SEC. 83. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

SUSPENSION.

SEC. 84. Principals may suspend pupils absolutely for a period not exceeding one week, or for a longer time, until the Superintendent can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immedi-

ately to the parent or guardian, as well as to the Superin tendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason therefor. Principals must report to the Superintendent at the end of each school month all cases of suspension, with the dates and causes thereof.

SEC. 85. Pupils shall be expelled only by vote of the Board. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school.

DUTIES OF TEACHERS.

SEC. 86. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal.

SEC. 87. Teachers must be in their class-rooms fifteen minutes before nine o'clock, and must be marked as tardy by Principals if they are not at their desks on time. A teacher reported tardy three or more times in one month shall report personally to the Superintendent. In the case of teachers in outside and remote schools the Superintendent is authorized to make any reasonable exception to the rule, rendered necessary by delayed cars or other unavoidable cause of detention.

SEC. 88. Teachers are authorized to require excuses from the parents or guardians of pupils, either in person or by written note, in cases of absence, or tardiness, or dismissal before the close of school.

Sec. 89. Teachers must exercise reasonable supervision ver the text-books of pupils; must inspect the books from me to time, and prevent their defacement or wanton estruction.

Sec. 90. Principals and teachers must not give instruc- on for pay, or any other compensation, to pupils of their hools, nor shall such instruction be given in any building room belonging to the Public School Department.

Sec. 91. Each assistant teaching a class above the cond grade shall keep a "Class Record Book," showing e standing and deportment of each pupil, and shall send onthly reports, in the required form, to parents or ardians. In keeping "Class Record Books," assistants all be allowed a reasonable discretion in the manner of editing pupils by recitations and by weekly or monthly xaminations. Whenever, at any time, any pupil is parti- larly deficient in school work, the teacher must notify e parent by letter or by personal notice.

Sec. 92. Each assistant teacher must keep a "State egister," in the required form, including the name, age, d residence of each pupil, together with the name of the arent or guardian.

Sec. 93. The teacher of each grade must prepare a rogramme of daily exercises, a copy of which shall be ept posted conspicuously in the school-room.

Sec. 94. Teachers must give vigilant attention to the entilation and temperature of their rooms, and shall specially avoid an excessive degree of heat. At each re- ess they shall open doors and windows so as to secure an lectual change of air. At other times windows shall be pened by lowering them from the top, but pupils must ot be allowed to sit in a current of air. Except in ex-

cessively cold weather, teachers must not allow coal to be put into stoves or furnaces after 1 o'clock. During the season in which fires are required in school, teachers must endeavor to keep their rooms at a temperature of 65 deg. When thermometers are provided, teachers must appoint some pupil to report and record the temperature once an hour during the school session.

MONITORS.

SEC. 95. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, to whom shall be delegated the power of punishment or of reporting pupils for reprimand or punishment. This rule is not held to exclude the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens and paper. Janitors must not be required nor allowed to act as monitors.

SEC. 96. Teachers must not appoint pupils to examine and credit examination papers. This rule is not held to exclude the interchange of papers among pupils of the class and the correction of such papers, when the pupils have the right to appeal at once to the teacher.

ABSENCE OF TEACHERS.

SEC. 97. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

SEC. 98. Whenever leave of absence is granted to an assistant teacher in a Grammar, a Primary, or an Evening school,

for more than three months, or renewed so that the total absence shall amount to more than three months, a regular teacher shall be assigned to the class; but the absentee shall be entitled to the first suitable vacancy after reporting for duty, and shall be assigned to the head of the Substitute Class until a suitable vacancy occurs. If leave of absence be granted to any other teacher, the position made vacant shall be temporarily filled by a substitute teacher during the term of such leave. Any teacher who has been employed in this Department for ten years or more shall, upon application, be granted leave of absence not exceeding one year.

SEC. 99. Teachers desiring to be absent from duty for a period not exceeding one month, must give notice thereof to the Committee on Rules, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Secretary for consideration by the Committee. In cases of sickness or other emergency teachers may absent themselves without permission; but such teachers must, upon returning to duty, give notice thereof in the manner above provided. Teachers absent from duty without such notice and approval must be reported at once by the Principal to the Secretary, who shall report the same to the Chairman of the Committee on Rules. Teachers desiring to be absent for a longer period than one month must apply to the Board for leave of absence. Principals shall not approve any notice of intended absence unless satisfied that there is good and sufficient cause therefor. Upon the return of any teacher after such absence the Principal must certify that the same was for good and sufficient cause.

SEC. 100. Principals may excuse the absence of teachers

for less than one hour, for good cause, but the Principal or some other teacher or a student teacher must take charge of the class.

SEC. 101. The Vice-Principal or Head Assistant must have charge of the school during the absence of the Principal, but shall receive no extra pay until such Principal has been absent for a period of three months. In the absence of the Principal, the Vice-Principal shall designate a teacher to take charge of the yard. When the Vice-Principal or Head Assistant is absent, the Principal shall designate a teacher to take charge of the yard. Such teacher shall, for such services rendered for a period of five days or over, receive an extra compensation at the rate of ten dollars per month.

SEC. 102. No teacher shall receive any compensation when absent from duty. A deduction of one-twentieth of the monthly salary shall be made for each day's absence, and one-sixth of a day's salary for each hour's absence, except the absence be in accordance with the section which permits teachers to visit other schools.

SEC. 103. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Committee on Rules, which committee shall determine when the teacher may return.

HOME STUDY.

SEC. 104. Lessons for home study shall be regulated as follows:

To pupils of the first, second and third grades, no such lessons shall be assigned.

To pupils of the fourth and fifth grades, not more than one hour's study, and no arithmetic shall be required.

To pupils of the sixth and seventh grades, not more than one and one-half hour's study.

To pupils of the eighth grade, not more than two hours' study.

SEC. 105. In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed three hours daily.

GENERAL RULES.

SEC. 106. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, paper, pencils, or any other school appliances.

SEC. 107. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 108. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 109. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless

application for permission to do so be first made to the Committee on Rules, who may grant or deny the request, or refer it to the Board.

SEC. 110. Principals of Grammar and Primary schools having eight classes or more are allowed to visit other schools in the Department one day each term. Principals of High Schools are allowed four days each year to visit other schools.

JANITORS.

SEC. 111. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 112. All janitors receiving salaries of $40 per month and upward shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, except by permission of the Principals.

SEC. 113. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings, and perform other reasonable duties as may be ordered by Principals.

SEC. 114. Teachers should see that school-rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order.

DUTIES AND RIGHTS OF PUPILS.

SEC. 115. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of

the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to school-mates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.

SEC. 116. All Day Schools shall be open for admission of pupils over six years of age.

SEC. 117. All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade, unless otherwise directed by the Classification Committee.

SEC. 118. Whenever the prescribed number of pupils has been admitted into any class or grade, the Principal shall keep a register of all applicants entitled to admission, who shall be admitted to vacancies in the order of their registration. Whenever a pupil is transferred, a certificate shall be given stating the name, age, grade, scholarship, deportment, attendance, residence, whether vaccinated or not, and cause of transfer. Principals must not receive pupils who have attended any other public school within a period of one year, without transfers.

SEC. 119. At the beginning of the school year, in July, Principals must classify their schools under the following general provisions:

All Primary and Grammar Grade classes shall consist at the beginning of the school year in July of at least fifty pupils each; provided that in schools having less than four classes the number may be modified to meet the needs of classification.

Whenever the average daily attendance of any classes falls below forty, the Superintendent shall direct Principals to fill up or consolidate such classes, if, in his judgment, such consolidation is practicable.

SEC. 120. In High Schools a full junior or middle class shall consist of at least forty pupils and a full senior class of at least thirty-five pupils.

SEC. 121. Pupils are entitled, on leaving school, to receive a certificate of their standing in scholarship and deportment.

SEC. 122. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect must be sent home to be properly prepared for school. Those who are affected with, or in whose families there may be any contagious disease, shall not be allowed to remain in or to return to school without a certificate from the attending physicians, countersigned by the Health Officer, that all danger of contagion is past.

SEC. 123. No petition against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians.

SEC. 124. Special students in one or more branches may be admitted to the High Schools by the Superintendent, or the Committee on Rules, upon the certificate of the Principal that there is room for such pupils, and that the regular classes will not be thereby incommoded.

SEC. 125. Non-resident pupils shall be admitted to the Public Schools of the City and County of San Francisco only

to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the Public Schools shall pay to the Board of Education, to the credit of the School Fund, for each term of five months in advance:

High School and Commercial School.....	$20 00
Grammar or Primary School.....	10 00

No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to send, free of charge, one pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

VACCINATION.

Sec. 126. Teachers must require from all pupils, before admitting them to school, satisfactory evidence that they have been vaccinated.

PUPILS AND TEACHERS.

Sec. 127. Teachers must hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

Sec. 128. Pupils, on entering school, must be furnished

with a list of books and other articles required in the Course of Study.

SEC. 129. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be numbered and labeled as library books, and shall be collected by the Principals at the end of each term, and replaced in the school library, to be used as occasion may require in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

SEC. 130. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class-room at recess, except in inclement weather.

SEC. 131. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal or the Superintendent.

SEC. 132. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 133. Pupils who are not in their class-rooms at 9 o'clock A. M., or 1 P. M., shall be marked as tardy.

SEC. 134. Principals must report the names and residences of habitual truants to the Secretary of the Board, whenever the case requires the assistance of the Police Officer of the Board of Education.

SEC. 135. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 136. No pupil shall be sent home for an excuse during session hours; nor shall any pupil be sent for absent or tardy pupils, nor on errands of any kind whatever.

SEC. 137. Parents or guardians of children who have been tardy are requested to send a written excuse to the teacher on the same day that the tardiness occurs or the day following.

SEC. 138. Parents or guardians who wish children excused from school before the regular hour for dismissal are requested to send a written note to the Principal.

SEC. 139. Pupils shall be allowed to go home to lunch at the noon intermission, unless parents request teachers to detain them.

SEC. 140. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 141. Pupils who shall in any way deface or injure any school property shall be liable to suspension, or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on the school premises, shall be liable to suspension or expulsion.

SEC. 142. Pupils are prohibited from using tobacco on the school premises, or on the way to and from school.

SEC. 143. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

PROMOTIONS.

SEC. 144. In Primary classes, and in all Grammar grades, except the eighth, the promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher, on the pupils' work for the year.

SEC. 145. The graduation of pupils from Grammar and High Schools shall be determined by the Principal of each school, subject to the approval of the Superintendent, and, if necessary, the order of the Board. In making a standard of graduation, a pupil's work for the year shall count at least half of such standard. The Class Record may be supplemented by such written or oral examinations as may be ordered by the Superintendent under the general directions of the Board of Education.

EVENING SCHOOLS.

SEC. 146. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 147. They shall be free to all persons over ten years of age.

SEC. 148. No pupil shall be admitted to an Evening School, unless prevented from attending Day School by their regular occupation, except by permission of the Committee on Rules.

SEC. 149. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 150. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Geography, Architectural Drawing, Mechanical Drawing, Bookkeeping, Algebra and Geometry. The Text-Books must be the same as in the Day Schools.

SEC. 151. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 152. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 153. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 154. No class shall be continued for more than thirty days unless the average daily attendance equals or exceeds twenty-five.

SEC. 155. Pupils shall not be admitted to an Evening class later than 8 P. M., except for satisfactory reasons.

SEC. 156. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class, and shall hold their positions during the pleasure of the Board.

SEC. 157. No teacher shall be employed both in a Day and Evening School.

CITY BOARD OF EXAMINATION.

SEC. 158. The City Board of Examination shall consist of the Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Educa-

tion, and shall hold office for two years. The City Superintendent of schools is Chairman of the City Board of Examination.

SEC. 159. All examinations for teachers' certificates are conducted by the City Board of Examination; and teachers' certificates are issued and renewed by the Board of Education upon the recommendation of the City Board of Examination in accordance with the provisions of the State School Law.

SEC. 160. City certificates may be granted, without examination, to the holders of California life diplomas; California, Nevada, Washington, and Oregon educational diplomas; California State Normal School diplomas; California State University diplomas, when recommended by the Faculty of the University; Grammar grade certificates of any county, city, or city and county of California; and Life diplomas and State Normal School diplomas of other states. City certificates may be renewed without examination. Graduates of the San Francisco Normal Class shall be entitled to receive first grade certificates.

SEC. 161. The Board of Examination may recommend the issuance of Primary grade certificates, which shall be valid for a period of two years; Grammar grade certificates, which shall be valid for a period of six years; High School certificates, which shall be valid for a period of six years; and special certificates, valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

SEC. 162. Applicants for special certificates for teaching a particular branch of study must pass an examination in that special branch, together with such other studies as may be required by the City Board of Examination; and if

elected to the School Department, they shall hold their positions only during the pleasure of the Board of Education. Special certificates may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, Kindergarten work, Sewing, Stenography, Type-writing, Penmanship, Physical Culture and Cooking.

SEC. 163. Teachers in High Schools must hold a High School certificate; in Grammar Grades, at least a Grammar grade certificate; in Primary Grades, at least a Primary grade certificate.

APPOINTMENTS AND VACANCIES.

SEC. 164. Any teacher left without a class in consequence of the consolidation of classes, must be assigned to the head of the substitute class. Such teachers must be assigned to duty in preference to substitute teachers.

SEC. 165. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 166. All assistant teachers in Primary and Grammar Schools shall be appointed originally on trial to a class that shall be known as the substitute class, which shall not exceed thirty in number. Teachers shall be appointed to this class in the following manner, viz.:

(1.) After July 1st of each year the first six vacancies occurring in the Substitute class shall be filled by appointment from the graduates of the Normal Department of the Girls' High School of that year, the selections to be made by the Special Committee hereinafter designated, from the twelve who graduate with the highest percentage.

(2.) A competitive examination shall be held of

graduates of the Normal Department of the Girls' High School, exclusive of the graduating class of the current year, and out of the number of those applying the twelve who shall upon such examination be found to be the best qualified shall be deemed to be entitled to be appointed teachers in the Substitute class.

(3.) The eighteen so selected shall be appointed teachers in the Substitute class to fill the first eighteen vacancies that may occur in each year in such class.

(4.) The competitive examinations above referred to shall be held before a committee consisting of the Superintendent of Schools for this City, and not less than five members of the Faculty of the University of California. The President of the Board shall be and he is hereby authorized and instructed to arrange with the Faculty of the University of California for holding such examinations, upon terms and conditions to be agreed upon between them.

(5.) If further vacancies occur, and it becomes necessary to appoint other teachers in the Substitute class, such appointments shall be made in the following manner, viz:

Each Director, in turn, may nominate one candidate for each vacancy; all nominations to be made in open Board. The nominations shall be referred to the Committee on Qualifications of Teachers, who shall report at the next regular meeting of the Board. On a favorable report of said Committee, the Board may elect the candidate recommended to fill the vacancy.

(6.) No one shall be appointed a teacher in this Department who is not a graduate of some Normal School or other institution of learning of equal or higher rank, with a regular diploma therefrom, or who shall not have had at least one year's successful practice in teaching in

Primary or Grammar Schools, and holding a Grammar grade certificate.

SEC. 167. No person shall be elected to a position in a High School except upon the condition that if, at any time within six months thereafter, the Principal of such school shall report to the Classification Committee that the teacher is not fully competent to perform the duties required, then the election of such teacher shall be null and void, and the position shall again be vacant.

SEC. 168. Appointments to the regular force of teachers in Primary and in Grammar Schools shall be made from the substitute class. When a vacancy exists the Committee on Classification shall recommend the senior teacher of the substitute class for appointment by the Board of Education; *provided*, that the Superintendent shall have certified to the committee that the reports of Principals show that the teacher has proved successful in teaching and in discipline. If the reports of Principals are unfavorable the committee shall consider the next member of the substitute class, in order, until one is reached on whom a favorable report has been made. Any substitute teacher who fails to receive a favorable report shall be dropped from the roll of the class. Any teacher appointed after June 1, 1893, in accordance with these provisions, shall be conditionally appointed on trial for a period of two years, and shall be known as a probationary teacher.

SEC. 169. Reports on the success or failure of probationary teachers shall be made first, every three months, to the Superintendent by the Principals of schools in which they have been employed, and finally, to the Committee on Qualifications of Teachers by the Superintendent.

If these reports be favorable, the Committee shall recom-

mend the election of the probationary teacher as a regular teacher in this Department; but if, in any case, the reports be unfavorable, the probationary teacher cannot be elected a teacher in the Department, and may be dropped from the rolls at any time during the term of probation.

If finally elected, such teacher shall not be dismissed, except after a fair hearing, and only for violation of the rules of the Board of Education, or for incompetency, insubordination, profanity, intemperance, unprofessional or immoral conduct.

SEC. 170. Whenever the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Superintendent and to the Committee on Classification.

COMPLAINTS AND CHARGES.

SEC. 171. All complaints or charges against teachers or other employes of the School Department shall be duly specified in writing and filed with the President of the Board, by whom they shall be referred to the proper Committee. The Committee shall, if such charges are deemed worthy of investigation, give them full and careful consideration, and shall give the teacher or employe so charged a fair hearing, and shall report to the Board for final action its findings of facts and its recommendations in the premises.

REPAIRS.

SEC. 172. It shall be the duty of the Principals of schools to co-operate with the Board in keeping the buildings and

premises under their charge in good repair, and for this purpose Principals are authorized to provide for such small repairs as may, from time to time, be needed in their respective school premises, to the following extent, viz:

In schools of four classes or less, not exceeding three dollars for any one month.

In schools of from four to eight classes, not exceeding six dollars for any one month.

In schools of more than eight classes, not exceeding nine dollars for any one month.

Each Principal shall keep an account of all such repairs, and shall, at the end of each month, file receipted bills for the same with the Secretary of the Board. The aggregate amount of such bills, if not more than the sums allowed, and if found correct, shall be approved in writing by the Chairman of the Committee on Buildings and Grounds, and paid to the Principal as soon after the first of the month as practicable.

SEC. 173. Any repairs which exceed the monthly allowance for labor and material, must be applied for by the Principal by requisition, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Chairman of the Committee on Buildings and Grounds on such requisition. When the cost of such repairs is not over ten dollars, the Chairman may, if he deems it advisable, order the work to be done. But if the cost of such repairs is more than ten dollars, and less than two hundred, bids for the same shall be passed upon by the Committee on Buildings and Grounds, and the work awarded to the lowest responsible bidder.

SEC. 174. Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings,

yards and fences in repair, for which purpose the Committee on Buildings and Grounds is authorized to furnish to the schools such ordinary carpenter-tools and materials as may be needed. For such tools, janitors shall sign receipts and shall be responsible for any loss or damage thereto, ordinary wear and tear excepted.

MISCELLANEOUS.

SEC. 175. Graduating exercises, except of High Schools, must be held in public school buildings.

SEC. 176. School buildings must be used exclusively for public instruction.

SEC. 177. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and, when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school, the Secretary of the Board, and the Chairman of the Committee on Finance, shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

SEC. 178. No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

SEC. 179. In accordance with the requirements of the State School Law, receiving classes shall be placed in charge, wherever practicable, of Normal School graduates,

or of teachers who have had at least two years' experience in teaching.

SEC. 180. The salaries of teachers, and other employes of the Board, shall begin at the time they respectively enter upon their duties.

SE. 181. Whenever a flag is provided for school use, the Committee on Buildings and Grounds is authorized to order the erection of a suitable flag-staff on the school house or on the grounds.

SEC. 182. All teachers and employes of the School Department shall be actual residents of the City and County of San Francisco; provided, that this rule shall not affect any of the teachers and employes who at the date of the adoption thereof are non-residents of the City and County of San Francisco.

SEC. 183. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books, publications, or articles of any kind be advertised, distributed or exhibited in school, by teachers, pupils or other persons.

SEC. 184. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 185. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 186. All former rules of the Board of Education, and all resolutions and orders that are in conflict with these rules, are hereby rescinded.

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RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

1894.

SAN FRANCISCO:
GEO. SPAULDING & CO., PRINTERS
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BOARD OF EDUCATION.

1894.

PRESIDENT . . . . . F. A. HYDE.

MEMBERS.	OFFICES.	RESIDENCES.
F. A. HYDE	630 Commercial street	2012 Pacific avenue.
PELHAM W. AMES	Spring Valley Water Wks.	1312 Taylor street.
JERE T. BURKE	S. F. Clearing House	1427 Washington st.
THOMAS R. CAREW	19 Van Ness avenue	1533 Waller street.
DR. C. A. CLINTON	3279 Mission street	N. E. cor. Howard and 21st streets.
JAMES H. CULVER	31 Post street	1111 Clay street.
J. J. DOWLING	234 Montgomery street	1314 Scott street.
J. J. DUNN	16 Post street	2026 Golden Gate av.
S. E. DUTTON	212 California street	2511 Sacramento st.
CHARLES A. MURDOCK	532 Clay street	2710 Scott street.
J. H. ROSEWALD		922 Geary street.
FRANK J. SYMMES	222 Sutter street	630 Harrison street.

SUPERINTENDENT OF COMMON SCHOOLS:

JOHN SWETT.....New City Hall

Residence, 1419 Taylor street.

DEPUTY SUPERINTENDENT OF COMMON SCHOOLS:

MADISON BABCOCK.....New City Hall

Residence 25 Thirteenth street.

SECRETARY:

GEORGE BEANSTON.....New City Hall

Residence, 1014 Fillmore street.

ASSISTANT SECRETARY:

GEORGE W. WADE.....New City Hall

Residence, 1436 Leavenworth street.

ASSISTANT SECRETARY.

I. J. ASCHHEIM.....New City Hall

Residence, 409 Eddy street.

BOOKKEEPER:

GILES C. LETCHER.....New City Hall

Residence, 3036 California street.

STENOGRAPHER:

MISS M. F. CUSICK.....New City Hall

Residence, 671 Clementina street.

MESSENGER:

FRANK W. YALE.....New City Hall

Residence, 203½ Polk street.

STANDING COMMITTEES.

The President is ex officio a member of all standing Committees.
The Superintendent is ex officio a member of the Committees on Classification, on Rules, and on Qualifications of Teachers.

FINANCE:

SYMMES, CULVER, MURDOCK.

CLASSIFICATION:

BURKE, AMES, CLINTON, ROSEWALD, MURDOCK, CAREW.

RULES.

AMES, SYMMES, CULVER.

QUALIFICATIONS OF TEACHERS:

BURKE, DUTTON, AMES.

BUILDINGS AND GROUNDS:

DOWLING, BURKE, ROSEWALD, DUNN.

SALARIES:

CLINTON, CAREW, DUNN.

SUPPLIES:

DUTTON, BURKE, DUNN.

JUDICIARY:

CAREW, DOWLING, CLINTON.

PRINTING:

CULVER, DUNN, CAREW.

JANITORS:

DUNN, DUTTON, CULVER.

VISITING:

MURDOCK, CLINTON, DUTTON.

OFFICE HOURS FOR SCHOOL BUSINESS.

GENERAL OFFICE..... NEW CITY HALL
From 9 A. M. to 4 P. M.

SUPERINTENDENT.....New City Hall
From 8 to 9 A. M. and from 3 to 4 P. M.; Saturdays from 9 A. M. to 12 M.

F. A. HYDE..... .....630 Commercial street

PELHAM W. AMES.....1312 Taylor street
Evenings except Saturdays.

JERE T. BURKE.....After 4 P. M. at 104 Sutter street
No school business transacted at S. F. Clearing House.

THOMAS R. CAREW.....19 Van Ness avenue
Fridays, from 3 to 6 P. M.

DR. C. A. CLINTON.....N. E. corner Howard and Twenty-first streets
From 2 to 4 P. M.

JAMES H. CULVER.....31 Post street
Fridays, from 3 to 5 P. M.

J. J. DOWLING.....234 Montgomery street
Thursdays, from 4 to 5 P. M.

J. J. DUNN.....At office of Superintendent, New City Hall
Tuesdays, from 3 to 4 P. M.

S. E. DUTTON.....212 California street
Daily during business hours.

CHARLES A. MURDOCK.....532 Clay street
Thursdays, from 3 to 5 P. M.

J. H. ROSEWALD.....922 Geary street
Tuesday evenings, from 6:30 to 7:30.

FRANK J. SYMMES.....222 Sutter street
Fridays, 4 P. M.

RULES

OF THE

BOARD OF EDUCATION.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To appoint in the month of January of each year, all Standing Committees of the Board of Education, subject to its approval thereof.

Second—To preside at the meetings of the Board, and to preserve order and decorum.

Third—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 16. Any rules adopted by the Board may be amended or repealed by the affirmative vote of seven members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 17. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

Order of Business.

SEC. 18. The following shall be the order of business at all regular meetings of the Board:—

1. Roll Call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Appointment, Nomination and Election of Teachers.
7. Reports of Special Committees.
8. Unfinished Business.
9. New Business.

Standing Committees.

SEC. 19. The Standing Committees shall be as follows, and each committee shall consist of not less than three members:—

1. Finance.
2. Classification.
3. Rules.
4. Qualifications of Teachers.
5. Buildings and Grounds.

6. Salaries.
7. Supplies.
8. Judiciary.
9. Printing.
10. Janitors.
11. Visiting.

SEC. 20. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 21. All committee meetings shall be held at the rooms of the Board of Education, and a record of the proceedings thereof shall be kept by the Secretary of the Board, if requested, who shall be *ex officio* the Clerk of each Committee, and for such extra service shall receive such compensation as shall be fixed by the Board of Education.

Finance.

SEC. 22. It shall be the duty of the Committee on Finance:

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents and water, and bills presented under written contract with the Board, to be sworn to by the parties presenting them.

(3.) To examine semi-annually, in the month of July and January, the accounts of the Secretary of the Board; also the books and accounts of the Bookkeeper of the School Department, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks and other employes of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the condition of the funds under the control of the Standing Committees.

(7.) To exercise a general supervision and control over the expenditures of the School Department; to see that the school funds are properly and economically disbursed, and that no bills are contracted by any person or committee which are not in accordance with law and for the best interests of the schools, and to attend to such other financial matters as may, from time to time, be referred to it by the Board, or that it may deem necessary; *provided*, that all rulings or orders of the Finance Committee shall be subject to appeal to the Board.

Classification.

SEC. 23. It shall be the duty of the Committee on Classification, and it shall have power—

(1.) To determine the classification of schools, and the promotion of classes.

(2.) To prepare and recommend to the Board for its

adoption, the Course of Study to be pursued in the schools, and, from time to time, to recommend such changes as may be deemed desirable.

(3.) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4.) To transfer pupils from one school to another, when good reasons exist for so doing.

(5.) To recommend to the Board the adoption of such text-books as may be required by the Course of Study.

(6.) To determine the rank of assistant teachers, and to recommend to the Board their promotion from one grade to another.

(7.) To report to the Board, from time to time, the number of substitute teachers that may be needed in the schools.

(8.) To appoint one of the teachers in any Primary School of eighteen or more classes to take charge, under the direction of the Principal, of the boys' yard at the recesses. Such teacher shall be designated as Head Assistant, and shall be allowed twenty dollars extra compensation per month.

(9.) To consider all propositions to transfer teachers from one school to another, and to report to the Board for confirmation or rejection.

(10.) To attend to such other matters as may be referred to it by the Board.

Rules.

Sec. 24. It shall be the duty of the Committee on Rules and it shall have power—

(1.) To examine every proposition presented to the

Board for the repeal or the amendment of any of the rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, by any member thereof, or by the Superintendent.

(4.) To investigate all charges that may be preferred against any teacher or school officer for violation of the rules of the Board, or for misconduct.

(5.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employee of the Department, and report the same to the Secretary immediately, and the facts to the Board at its next regular meeting.

(6.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent. The action of the committee shall be final; *provided* that, if in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(7.) To grant to teachers permission to be absent, or excuses for absence, for a period not exceeding two weeks, or leave of absence for a period not exceeding one month.

(8.) To consider all applications from teachers for leave of absence, and to report the same to the Board for its action.

(9.) To attend to such other matters as may be referred to it by the Board.

Qualifications of Teachers.

SEC. 25. The Committee on Qualifications of Teachers shall have power, and it shall be its duty—

(1.) To take under consideration all nominations for positions as teachers in the School Department, and all recommendations of the City Board of Examination for the issuance or renewal of certificates.

(2.) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3.) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and report, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

(4.) To receive and examine all reports from the Superintendent, and all complaints from others, involving the competency of teachers (except where, by vote of the Board, such reports or complaints may be otherwise referred), and to investigate and take testimony regarding the same, and to report the result of such investigations and its recommendations to the Board for final action.

Buildings and Grounds.

SEC. 26. The Committee on Buildings and Grounds shall have power, and it shall be its duty—

(1.) To exercise a general supervision over the buildings and grounds of the Department.

(2.) To supervise all repairs of school property.

(3.) To report to the Board, for action, all information regarding the location, erection and alteration of school buildings, and the repairs thereof, when called for by vote

of the Board; and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, the character of the work and the cost thereof.

(4.) To report, in writing, during the month of May in each year, the condition of all school property.

(5.) To require the Secretary of the Board, in the month of May in each year, to advertise, for two weeks, in one daily paper of general circulation, published in San Francisco—to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other material may be required in the Carpenters' Department during the succeeding fiscal year, beginning the first day of July following.

(6.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in one daily paper of general circulation—to be designated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(7.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(8.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(9.) To perform such other duties as may be assigned to it by the Board.

Salaries.

SEC. 27. The Committee on Salaries shall have power, and it shall be its duty:—

(1.) To prepare and report annually in the month of June, a schedule of salaries for the ensuing fiscal year, for the teachers and other employees of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employee of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matters connected with salaries of employees that may be referred to it by the Board.

Judiciary.

SEC. 28. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

Supplies.

SEC. 29. It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(1.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, and the character of the work done.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks in one daily paper of general circulation, to be designated by the Committee, for sealed proposals for supplies for the School Department under its supervision.

(3.) To supervise the use of the supplies by the various schools and employees; and to adopt such measures as will tend to proper economy.

(4.) To apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(5.) To perform such other duties as may be assigned to it by the Board.

Printing.

SEC. 30. It shall be the duty of the Committee on Printing, and it shall have power:—

(1.) To supervise all printing required by the Department.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in one daily paper having a general circulation, to be designated by the committee, for sealed proposals for printing such blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year.

Janitors.

SEC. 31. It shall be the duty of the Committee on Janitors, and it shall have power:—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all cases of delinquency or neglect of duty on the part of janitors reported to it, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

Visiting.

SEC. 32. It shall be the duty of the Visiting Committee to visit the schools of the Department, from time to time, and to make such written reports to the Board as may be deemed necessary.

General Rules.

SEC. 33. All orders or circulars to Principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Executive Officer of the Board, after authorization by a vote of a committee or of the Board.

Proposals for Work.

SEC. 34. All proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting.

Incurring Expense.

SEC. 35. No Director shall incur any expense against the Department unless authorized by the Board.

Superintendent of Common Schools.

SEC. 36. The Superintendent shall have power, and it shall be his duty:

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and supervise teachers record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in which their defects may be remedied and their efficiency promoted.

(4.) To see that the rules of the School Department are observed.

(5.) To recommend to the Board such changes in the rules, and such other measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employees of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms for all blanks, cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office, for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent, and Principals of Schools.

(11.) To be *ex officio* a member of the Committees on Classification, on Rules, and on Qualifications of Teachers, with the right to vote in said committees.

(12.) To investigate all cases of suspension of pupils from the schools, and in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) Upon the recommendation of Principals or assistants to promote pupils to higher grades, or put them back to lower grades when, in his judgment, the interests of such pupils or of the classes require such action.

(14.) To direct, under the rules of the Board, the promotion of pupils and the grading of the classes in the schools.

(15.) To make an annual report at the close of the fiscal year, showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(16.) To visit each school and each class at least once during each school year.

(17.) To keep regular office hours, other than school hours.

(18.) To attend to such other matters as may, from time to time, be referred to him by the Board.

Deputy Superintendent of Common Schools.

SEC. 37. It shall be the duty of the Deputy Superintendent—

(1.) To act under the direction of the Superintendent, and in his absence, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office.

(3.) To visit the schools and the classes of the Department, and, by frequent oral examination, to ascertain their condition.

(4.) To observe carefully the methods of instruction and discipline pursued by the teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals and teachers and the condition of the classes visited by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

Secretary of the Board of Education.

SEC. 38. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions and

documents, which are to be sent to members of the Board to the chairmen of committees, to Principals, to teachers and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13.) To superintend, under the direction of the Superintendent, the Assistant Secretaries, Bookkeeper, Typewriter, and other attaches of the office of the Board of Education, and to report to the Superintendent any delinquency on their part.

Inspector of Buildings.

SEC. 39. An Inspector of Buildings shall be elected by the Board of Education, who shall hold his position during the pleasure of the Board. He shall be immediately responsible to, and subject to the control of, the Committee on Buildings and Grounds.

SEC. 40. The Inspector of Buildings shall furnish a bond in the sum of $5,000, for the faithful performance of his duty. His salary shall be fixed by the Board of Education.

SEC. 41. It shall be the duty of the Inspector of Buildings—

(1.) To keep at his office books for the registering of all requisitions, and he shall not permit such books to be taken from his office, except by order of the Board.

(2.) To present all requisitions and estimates for repairs to the Committee on Buildings and Grounds; and no such requisition shall be considered without the signature of the Chairman thereof.

(3.) To file with the Bookkeeper of the Board of Education duplicate bills for all repairs made.

(4.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(5.) The office of the Inspector of Buildings shall be in the rooms of the Secretary of the Board of Education.

Storekeeper.

SEC. 42. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 43. He shall be subject to the direction of the Committee on Supplies.

SEC. 44. It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Bookkeeper of the Board of Education, within twenty-four hours after the receipt of the goods, and shall retain in his office the original bill, also showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the specifications, and shall reject any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keeep an account with each school showing a statement of all articles furnished thereto, and also all articles returned by the schools.

(9.) Not to deliver any supplies for the use of any school

unless a requisition is presented to him, properly drawn and signed by the Principal of the school and countersigned by the chairman of the Committee on Supplies.

(10.) Not to deliver any supplies for use in the office of the Board of Education unless a requisition is presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name minutely of each article delivered; and he shall send the original receipt to the Bookkeeper of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(13.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

PUBLIC SCHOOLS.

SECTION 45. The schools of the Department are classed as Primary, Grammar, Evening, Commercial and High Schools.

SEC. 46. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 47. The first term of the public schools shall begin on the second Monday of July, and end on the third Friday of December. The second term shall begin on the Monday following the first day of January, and end on the last Friday in May. There shall be a vacation during the third week in March, and during the third week in September.

SEC. 48. There shall be no school on Saturdays, Sundays, or any legal holiday, except Election Day. The following days must be observed as holidays: Christmas, New Year's, Washington's Birthday, Memorial Day, the Fourth of July, Admission Day, Thanksgiving Day and the day following, and any other State or National holiday, except Election Day. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday.

SEC. 49. The President of the Board, or in his absence from the city, the Superintendent, shall have power to suspend all the schools or any particular school or class, if deemed by him necessary, or desirable, and his action shall be reported to the Board at the next regular meeting.

SEC. 50. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock, and end at 12. There shall be a recess of 10 minutes at 10:30. The afternoon session shall begin at 12, and end at 3, with an intermission of one hour from 12 to 1. A calisthenic exercise of five minutes shall be given at 10, except in High Schools. The sessions of the Polytechnic High School shall be from 9 to 12:30, and from 1 to 3, the industrial department to continue till 3:45.

SEC. 51. In Primary grades the afternoon session must close at 2:30.

SEC. 52. The school yards must be open at half-past eight, and the bell must ring for the admission of pupils to their class-rooms at ten minutes to 9; lines must then be formed and pupils must march into their class-rooms. In rainy weather one or more class-rooms shall be open at 8:30.

SEC. 53. All Day Schools having Primary grades and an average daily attendance of less than two hundred and seventy-five pupils in the grammar grades shall be known as Primary Schools.

SEC. 54. All schools having an average daily attendance of two hundred and seventy-five pupils, or more, in the Grammar grades, for five consecutive months, shall then be known as Grammar Schools.

SEC. 55. All grades below the fourth shall be known as

Primary grades, and all from the fourth to the eighth inclusive, shall be known as Grammar grades.

SEC. 56. Each Primary School shall be taught by a Principal and such assistants as may be necessary, but in schools having eight classes or more the Principal shall not be required to teach a class. The salary of the Principal of a Primary School shall not be hereafter increased to a sum greater than one hundred and fifty dollars per month.

SEC. 57. Each Grammar School shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed; and the salary of the Principal of a Grammar School shall not be hereafter increased to a sum greater than one hundred and seventy-five dollars per month.

DUTIES OF PRINCIPALS.

SEC. 58. It is the duty of Principals—

(1.) To observe and enforce the Rules of the Board, and to report to the Superintendent any willful violation thereof by their assistant teachers.

(2.) To carry into effect the course of study and the general directions of the Superintendent.

(3.) To visit each class at least once every day, and aid their assistants by suggestions and by practical illustrations of methods of teaching.

(4.) To see that the fire-drill is practiced in their schools at least once a month.

(5.) To call meetings of their teachers after school hours as often as they may deem necessary, but not less than once a month, for the purpose of discussing methods of teaching or matters of school discipline.

(6.) To notify their assistants of all rules, orders and resolutions affecting them that may be adopted by the Board of Education, as soon as possible after they have been officially informed of their adoption by the Board.

(7.) To send to the Secretary of the Board monthly reports of their schools on the Monday following the last day in each school month, on blanks furnished by the Superintendent, which reports shall be placed on file in the office of the Board.

(8.) To make written reports to the Superintendent in the months of June and December of each year, as to the efficiency and success of the teachers in their schools. Such reports shall be submitted to the Committee on Qualifications of Teachers.

SEC. 59. Principals must keep a record of the attendance and absence of themselves and assistants in the Teachers' Time Table provided for that purpose. They shall send to the office of the Superintendent at the close of the last school day of each calendar month, a report embodying this record for the current month, giving the exact time and date of each absence, and the reasons therefor, together with a report of the number of classes visited by them daily during the month. This report shall be filed in the office of the Board. Principals who fail to make their reports as required by this section, shall forfeit five dollars of their salary, unless excused from this penalty by vote of the Board.

SEC. 60. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked and numbered. They shall supply from the library such books as may be needed by the children of parents unable to purchase them, under such rules and

regulations as shall be prepared by the Superintendent, and shall, at the close of the school year, or when said pupils retire from the school, collect the books so furnished, and replace them in the library. They shall hold pupils to whom books have been furnished responsible for the return of the books in proper condition.

SEC. 61. Principals shall be responsible for the general discipline and management of their schools; assistants, for order in their own rooms.

SEC. 62. Principals must detail assistants, in regular order, weekly, to take charge of the yards at half-past eight o'clock and during the morning recess and noon intermission, except in Schools where there are Vice-Principals or Head Assistants. In such schools the Vice-Principals or Head Assistants shall take charge of the yards as above stated. In mixed Grammar Schols having one Vice-Principal, the Principal shall take charge of the boys' yard, and the Vice-Principal of the girls' yard. In Separate Grammar Schools for boys or girls, having one Vice-Principal and two yards, the Principal shall take charge of one yard, and the Vice-Principal shall take charge of the other yard.

SEC. 63. Principals of Grammar and Primary Schools are authorized to hold public exhibitions or public oral examinations during the afternoon of the last school day of the school year. Principals of other schools are authorized to hold such exhibitions or examinations on any one day during the last week of the school year.

SEC. 64. Principals may promote deserving pupils and may put back incapable pupils at any time during the year.

SEC. 65. Within two weeks after the opening of school at the beginning of the school year, and within one week

after the opening of the term in January, of each year, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class.

SEC. 66. Principals shall order the American flag to be raised on school-houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation; on Washington's Birthday, the Fourth of July, Admission Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag must be raised at half-mast on Memorial Day, and on such other days as may be ordered by the Board, the President of the Board, or the Superintendent.

Principals are authorized to raise the flag at half-mast on the death of any teacher or any pupil belonging to their schools.

Principals are authorized to raise the flag on any day on which public exercises are held in their schools.

SEC. 67. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class-room.

SEC. 68. Principals must arrange exchanges of classes and teachers, so that instruction may be given in vocal music.

SUBSTITUTES.

SEC. 69. The regular Day Substitute Class shall consist of thirty teachers who shall report for duty daily, and shall be paid such compensation as may be allowed by

the Board of Education. The Evening Substitute Class shall consist of six teachers under pay. When their services are not otherwise required, they shall be assigned to the different schools, to be trained in methods of instruction and management, in the same manner and under the same conditions as are provided by these Rules for the assignment of student teachers from the San Francisco Normal School.

SEC. 70. Whenever substitute teachers are required in High Schools they shall be temporarily appointed by the Superintendent, until the next meeting of the Classification Committee.

SEC. 71. Whenever a regular teacher is absent from school at 9 o'clock, the Principal must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. In case the regular teacher arrives after a substitute has been called for, the substitute must remain in charge of the class the entire day.

SEC. 72. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school, shall continue in charge of the class the entire day.

SEC. 73. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principal, shall be presented at the office of the Secretary on the last school day of each calendar month.

SEC. 74. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools.

STUDENT TEACHERS.

SEC. 75. Principals must report monthly on official blanks, as to the success or failure of student teachers assigned from the San Francisco Normal School.

SEC. 76. Student teachers must not be assigned to take charge of classes in case of the absence of regular teachers, except while a class is waiting the arrival of a regular teacher or substitute.

SEC. 77. As student teachers are sent out to be trained in methods of instruction and management, Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 78. Student teachers from the San Francisco Normal School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with the Principals of the schools.

DISCIPLINE.

SEC. 79. Teachers must co-operate with their Principals in the management of pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls, and on school grounds.

SEC. 80. Every teacher is hereby especially empowered and enjoined to command order, on or about the school premises, on the part of every pupil connected with the public schools.

SEC. 81. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language towards pupils or parents, are expressly forbidden.

CORPORAL PUNISHMENT.

SEC. 82. Corporal punishment shall not be administered in the High Schools, nor upon girls in any of the schools of the Department, nor upon any children whose parents specifically object to it. Such punishment must be administered only by Principals or Vice-Principals, and shall only be resorted to in extreme cases when other means fail to maintain obedience. No excessive, cruel or unusual punishment shall be allowed. Pupils shall be punished only on the palm of the hand with a leather strap.

SEC. 83. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

SUSPENSION.

SEC. 84. Principals may suspend pupils absolutely for a period not exceeding one week, or for a longer time, until the Superintendent can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immedi-

ately to the parent or guardian, as well as to the Superintendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason therefor. Principals must report to the Superintendent at the end of each school month all cases of suspension, with the dates and causes thereof.

SEC. 85. Pupils shall be expelled only by vote of the Board. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school.

DUTIES OF TEACHERS.

SEC. 86. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal.

SEC. 87. Teachers must be in their class-rooms fifteen minutes before nine o'clock, and must be marked as tardy by Principals if they are not at their desks on time. Any teacher reported tardy three or more times in one month, shall report personally to the Superintendent. In the case of teachers in outside and remote schools the Superintendent is authorized to make any reasonable exception to the rule, rendered necessary by delayed cars or other unavoidable cause of detention.

SEC. 88. Teachers are authorized to require excuses from the parents or guardians of pupils, either in person or by written note, in cases of absence, or tardiness, or for dismissal before the close of school.

SEC. 89. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from

ime to time, and prevent their defacement or wanton estruction.

SEC. 90. Principals and teachers must not give instruction for pay, or any other compensation, to pupils of their chools, nor shall such instruction be given in any building r room belonging to the Public School Department.

SEC. 91. Each assistant teaching a class above the second grade shall keep a "Class Record Book," showing the tanding and deportment of each pupil, and shall send nonthly reports, in the required form, to parents or uardians. In keeping "Class Record Books," assistants hall be allowed a reasonable discretion in the manner of rediting pupils by recitations and by weekly or monthly xaminations. Whenever, at any time, any pupil is particularly deficient in school work, the teacher must notify he parent by letter or by personal notice.

SEC. 92. Each assistant teacher must keep a "State Register," in the required form, including the name, age, nd residence of each pupil, together with the name of the arent or guardian.

SEC. 93. The teacher of each grade must prepare a proramme of daily exercises, a copy of which shall be kept osted conspicuously in the school-room.

SEC. 94. Teachers must give vigilant attention to the entilation and temperature of their rooms, and shall specially avoid an excessive degree of heat. At each reess they shall open doors and windows so as to secure an ffectual change of air. At other times windows shall be pened by lowering them from the top, but pupils must ot be allowed to sit in a current of air. Except in exssively cold weather, teachers must not allow coal to be ut into stoves or furnaces after 1 o'clock. During the

season in which fires are required in school, teachers must endeavor to keep their rooms at a temperature of 65 deg. When thermometers are provided, teachers must appoint some pupil to report and record the temperature once an hour during the school session.

MONITORS.

SEC. 95. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, to whom shall be delegated the power of punishment, or of reporting pupils for reprimand or punishment. This rule is not held to exclude the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens and paper. Janitors must not be required nor allowed to act as monitors.

SEC. 96. Teachers must not appoint pupils to examine and credit examination papers. This rule is not held to exclude the interchange of papers among pupils of the class and the correction of such papers, when the pupils have the right to appeal at once to the teacher.

ABSENCE OF TEACHERS.

SEC. 97. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

SEC. 98. Whenever leave of absence is granted to an assistant teacher in a Grammar, a Primary, or an Evening school for more than three months, or renewed so that the total absence shall amount to more than three months, a regular teacher shall be assigned to the class; but the absentee sha

be entitled to the first suitable vacancy after reporting for duty, and shall be assigned to the head of the Substitute Class until a suitable vacancy occurs. If leave of absence be granted to any other teacher, the position made vacant shall be temporarily filled by a substitute teacher during the term of such leave. Any teacher who has been employed in this Department for ten years or more shall, upon application, be granted leave of absence not exceeding one year.

SEC. 99. Teachers desiring to be absent from duty for a period not exceeding one month, must give notice thereof to the Committee on Rules, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Secretary for consideration by the Committee. In cases of sickness or other emergency teachers may absent themselves without permission; but such teachers must, upon returning to duty, give notice thereof in the manner above provided. Teachers absent from duty without such notice and approval must be reported at once by the Principal to the Secretary, who shall report the same to the Chairman of the Committee on Rules. Teachers desiring to be absent for a longer period than one month must apply to the Board for leave of absence. Principals shall not approve any notice of intended absence unless satisfied that there is good and sufficient cause therefor. Upon the return of any teacher after such absence the Principal must certify that the same was for good and sufficient cause.

SEC. 100. Principals may excuse the absence of teachers for less than one hour, for good cause, but the Principal or some other teacher or a student teacher must take charge of the class.

SEC. 101. The Vice-Principal or Head Assistant must have charge of the school during the absence of the Principal, but shall receive no extra pay until such Principal has been absent for a period of three months. In the absence of the Principal, the Vice-Principal shall designate a teacher to take charge of the yard. When the Vice-Principal or Head Assistant is absent, the Principal shall designate a teacher to take charge of the yard. Such teacher shall, for such services rendered for a period of five days or over, receive an extra compensation at the rate of ten dollars per month.

SEC. 102. No teacher shall receive any compensation when absent from duty. A deduction of one-twentieth of the monthly salary shall be made for each day's absence, and one-sixth of a day's salary for each hour's absence, except the absence be in accordance with the section which permits teachers to visit other schools.

SEC. 103. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Committee on Rules, which committee shall determine when the teacher may return.

HOME STUDY.

SEC. 104. Lessons for home study shall be regulated as follows:

To pupils of the first, second and third grades, no such lessons shall be assigned.

To pupils of the fourth and fifth grades, not more than one hour's study, and no arithmetic shall be required.

To pupils of the sixth and seventh grades, not more than one and one-half hour's study.

To pupils of the eighth grade, not more than two hours' study.

SEC. 105. In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed three hours daily.

GENERAL RULES.

SEC. 106. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, paper, pencils, or any other school appliances.

SEC. 107. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 108. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 109. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless application for permission to do so be first made to the Committee on Rules, who may grant or deny the request, or refer it to the Board.

SEC. 110. Principals of Grammar and Primary Schools having eight classes or more are allowed to visit other

schools in the Department one day each term. Principals of High Schools are allowed four days each year to visit other schools.

JANITORS.

SEC. 111. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 112. All janitors receiving salaries of $40 per month and upward shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, except by permission of the Principals.

SEC. 113. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings, and perform other reasonable duties as may be ordered by Principals.

SEC. 114. Teachers should see that school-rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order.

DUTIES AND RIGHTS OF PUPILS.

SEC. 115. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.

SEC. 116. All Day Schools shall be open for admission of pupils over six years of age.

SEC. 117. All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade, unless otherwise directed by the Classification Committee.

SEC. 118. Whenever the prescribed number of pupils has been admitted into any class or grade, the Principal shall keep a register of all applicants entitled to admission, who shall be admitted to vacancies in the order of their registration. Whenever a pupil is transferred, a certificate shall be given stating the name, age, grade, scholarship, deportment, attendance, residence, whether vaccinated or not, and cause of transfer. Principals must not receive pupils who have attended any other public school within a period of one year, without transfers.

SEC. 119. At the beginning of the school year, in July, Principals must classify their schools under the following general provisions:

All Primary and Grammar Grade classes shall consist at the beginning of the school year in July of at least fifty pupils each; provided that in schools having less than four classes the number may be modified to meet the needs of classification.

Whenever the average daily attendance of any classes falls below forty, the Superintendent shall direct Principals to fill up or consolidate such classes, if, in his judgment, such consolidation is practicable.

SEC. 120. In High Schools a full junior or middle class

shall consist of at least forty pupils and a full senior class of at least thirty-five pupils.

SEC. 121. Pupils are entitled, on leaving school, to receive a certificate of their standing in scholarship and deportment.

SEC. 122. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect must be sent home to be properly prepared for school. Those who are affected with, or in whose families there may be, any contagious disease, shall not be allowed to remain in or to return to school; except that the certificate of the physician that there is no danger of contagion, or that the danger has past, may authorize the Principals of schools to receive such pupils.

SEC. 123. No petition against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians.

SEC. 124. Special students in one or more branches may be admitted to the High Schools by the Superintendent, or the Committee on Rules, upon the certificate of the Principal that there is room for such pupils, and that the regular classes will not be thereby incommoded.

SEC. 125. Non-resident pupils shall be admitted to the Public Schools of the City and County of San Francisco only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the Public Schools shall pay to the Board of Education, to the

credit of the School Fund, for each term of five months in advance:

High School	$20 00
Grammar or Primary School	10 00

No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to send, free of charge, one pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

VACCINATION.

SEC. 126. Teachers must require from all pupils, before admitting them to school, satisfactory evidence that they have been vaccinated.

PUPILS AND TEACHERS,

SEC. 127. Teachers must hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

SEC. 128. Pupils, on entering school, must be furnished with a list of books and other articles required in the Course of Study.

SEC. 129. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on

the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be numbered and labeled as library books, and shall be collected by the Principals at the end of each term, and replaced in the school library, to be used as occasion may require in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

SEC. 130. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class-room at recess, except in inclement weather.

SEC. 131. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permissiom of the Principal or the Superintendent.

SEC. 132. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 133. Pupils who are not in their class-rooms at 9 o'clock A. M., or 1 P. M., shall be marked as tardy.

SEC. 134. Principals must report the names and residences of habitual truants to the Secretary of the Board, whenever the case requires the assistance of the Police Officer of the Board of Education.

SEC. 135. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 136. No pupil shall be sent home for an excuse during session hours; nor shall any pupil be sent for absent or tardy pupils, nor on errands of any kind whatever.

SEC. 137. Parents or guardians of children who have been tardy are requested to send a written excuse to the teacher on the same day that the tardiness occurs or the day following.

SEC. 138. Parents or guardians who wish children excused from school before the regular hour for dismissal are requested to send a written note to the Principal.

SEC. 139. Pupils shall be allowed to go home to lunch at the noon intermission, unless parents request teachers to detain them.

SEC. 140. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 141. Pupils who shall in any way deface or injure any school property shall be liable to suspension, or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on the school premises, shall be liable to suspension or expulsion.

SEC. 142. Pupils are prohibited from using tobacco on the school premises, or on the way to and from school.

SEC. 143. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

PROMOTIONS.

SEC. 144. In Primary classes, and in all Grammar grades, except the eighth, the promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher, on the pupil's work for the year.

SEC. 145. The graduation of pupils from Grammar and High Schools shall be determined by the Principal of each school, subject to the approval of the Superintendent, and, if necessary, the order of the Board. In making a standard of graduation, a pupil's work for the year shall count at least half of such standard. The Class Record may be supplemented by such written or oral examinations as may be ordered by the Superintendent under the general directions of the Board of Education.

EVENING SCHOOLS.

SEC. 146. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 147. They shall be free to all persons over ten years of age.

SEC. 148. No pupil shall be admitted to an Evening School, unless prevented from attending Day School by their regular occupation, except by permission of the Committee on Rules.

SEC. 149. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 150. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Geog-

raphy, Architectural Drawing, Mechanical Drawing, Book-keeping, Algebra and Geometry. The Text-Books must be the same as in the Day Schools.

SEC. 151. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 152. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 153. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 154. No class shall be continued for more than thirty days unless the average daily attendance equals or exceeds twenty-five.

SEC. 155. Pupils shall not be admitted to an Evening class later than 8 P. M., except for satisfactory reasons.

SEC. 156. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class, and shall hold their positions during the pleasure of the Board.

SEC. 157. No teacher shall be employed both in a Day and Evening School.

CITY BOARD OF EXAMINATION.

SEC. 158. The City Board of Examination shall consist of the Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Education, and shall hold office for two years. The City Superintendent of Schools is Chairman of the City Board of Examination.

SEC. 159. All examinations for teachers' certificates are conducted by the City Board of Examination; and teachers' certificates are issued and renewed by the Board of Education upon the recommendation of the City Board of Examination in accordance with the provisions of the State School Law.

SEC. 160. City certificates may be granted, without examination, to the holders of California life diplomas; California, Nevada, Washington and Oregon educational diplomas; California State Normal School diplomas; California State University diplomas, when recommended by the Faculty of the University; Grammar grade certificates of any county, city, or city and county of California; and Life diplomas and State Normal School diplomas of other States. City certificates may be renewed without examination. Graduates of the San Francisco Normal School shall be entitled to receive grammar grade certificates.

SEC. 161. The Board of Examination may recommend the issuance of Primary grade certificates, which shall be valid for a period of two years; Grammar grade certificates, which shall be valid for a period of six years; High School certificates, which shall be valid for a period of six years; and special certificates, valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

SEC. 162. Applicants for special certificates for teaching a particular branch of study must pass an examination in that special branch, together with such other studies as may be required by the City Board of Examination; and if elected to the School Department, they shall hold their positions only during the pleasure of the Board of Educa-

tion. Special certificates may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, Kindergarten work, Sewing, Stenography, Type-writing, Penmanship, Physical Culture and Cooking.

SEC. 163. Teachers in High Schools must hold a High School certificate; in Grammar Grades, at least a Grammar grade certificate; in Primary Grades, at least a Primary grade certificate.

APPOINTMENTS AND VACANCIES.

SEC. 164. Any teacher left without a class in consequence of the consolidation of classes, must be assigned to the head of the substitute class. Such teachers must be assigned to duty in preference to substitute teachers.

SEC. 165. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 166. All assistant teachers in Primary and Grammar Schools shall be appointed originally on trial to a class that shall be known as the substitute class, which shall not exceed thirty in number. Teachers shall be appointed to this class in the following manner, viz.:

(1.) After July 1st of each year the first six vacancies occurring in the substitute class shall be filled by appointment from the graduates of the San Francisco Normal School of that year, the selections to be made by the Special Committee hereinafter designated, from the twelve who graduate with the highest percentage.

(2.) A competitive examination shall be held of graduates of the San Francisco Normal School, exclusive of the graduating class of the current year, and out of the num-

ber of those applying, those who shall upon such examination be found to be well qualified, but not exceeding twelve in number, shall be deemed to be entitled to be appointed teachers in the Substitute Class.

(3.) Those so selected shall be appointed teachers in the Substitute Class to fill vacancies as they may occur in such class.

(4.) If further vacancies occur so that other teachers are required for the Substitute Class, a competitive examination shall be held of such as may apply, provided that all applicants must be graduates of some Normal School or other institution of learning of higher rank, with a regular diploma therefrom, and out of the number of those applying, those who, upon such examination, shall be found to be well qualified, but not exceeding the number required to fill existing vacancies, shall be deemed entitled to be appointed teachers.

(5.) The competitive examinations above referred to shall be held before a committee consisting of the Superintendent of Schools for this City, and not less than five members of the Faculty of the University of California. The President of the Board shall be and he is hereby authorized and instructed to arrange with the Faculty of the University of California for holding such examinations, upon terms and conditions to be agreed upon between them.

(6.) No one shall be appointed a teacher in this Department who is not a graduate of some Normal School or other institution of learning of higher rank, with a regular diploma therefrom. This provision applies to both the Day and Evening Schools, but not to special teachers.

Sec. 167. No person shall be elected to a position in a High School except upon the condition that if, at any time

POSITI

SEC. 168. Appoitments to the regular force of teachers in Primary and in Grammar Schools shall be made from the Substitute Class. When a vacancy exists the Committee on Classification shall recommend the senior teacher of the Substitute Class for appointment by the Board of Education; *provided*, that the Superintendent shall have certified to the commtttee that the reports of Principals show that the teacher has proved successful in teaching and in discipline. If the reports of Principals are unfavorable the committee shall consider the next member of the Substitute Class, in order, until one is reached on whom a favorable report has been made. Any substitute teacher who fails to receive a favorable report shall be dropped from the roll of the class. Any teacher appointed after June 1, 1893, in accordance with these provisions, shall be conditionally appointed on trial for a period of two years, and shall be known as a probationary teacher.

SEC. 169. Reports on the success or failure of probationary teachers shall be made first, every three months, to the Superintendent by the Principals of schools in which they have been employed, and finally, to the Committee on Qualifications of Teachers by the Superintendent.

If these reports be favorable the committee shall recommend the election of the probationary teacher as a regular teacher in this Department; but if, in any case, the reports be unfavorable, the probationary teacher cannot be elected teacher in the Department, and may be dropped from the rolls at any time during the term of probation.

SEC. 170. Whenever the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Superintendent and to the Committee on Classification.

COMPLAINTS AND CHARGES.

SEC. 171. All complaints or charges against teachers or other employees of the School Department shall be duly specified in writing and filed with the President of the Board, by whom they shall be referred to the proper Committee. The Committee shall, if such charges are deemed worthy of investigation, give them full and careful consideration, and shall give the teacher or employee so charged a fair hearing, and shall report to the Board for final action its findings of facts and its recommendations in the premises.

REPAIRS.

SEC. 172. It shall be the duty of the Principals of schools to co-operate with the Board in keeping the buildings and premises under their charge in good repair and for this purpose Principals are authorized to provide for such small repairs as may, from time to time be needed in their respective school premises, to the following extent, viz.:

In schools of four classes or less, not exceeding three dollars for any one month.

In schools of from four to eight classes, not exceeding six dollars for any one month.

In schools of more than eight classes, not exceeding nine dollars for any one month.

Each Principal shall keep an account of all such repairs, and shall, at the end of each month, file receipted bills for the same with the Secretary of the Board. The aggregate amount of such bills, if not more than the sums allowed, and if found correct, shall be approved in writing by the Chairman of the Committee on Buildings and Grounds, and paid to the Principal as soon after the first of the month as practicable.

SEC. 173. Any repairs which exceed the monthly allowance for labor and material, must be applied for by the Principal by requisition, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Chairman of the Committee on Buildings and Grounds on such requisition. When the cost of such repairs is not over ten dollars, the Chairman may, if he deems it advisable, order the work to be done. But if the cost of such repairs is more than ten dollars, and less than two hundred, bids for the same shall be passed upon by the Committee on Buildings and Grounds, and the work awarded to the lowest responsible bidder.

SEC. 174. Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings, yards and fences in repair, for which purpose the Committee on Buildings and Grounds is authorized to furnish to the schools such ordinary carpenter-tools and materials as may be needed. For such tools, janitors shall sign receipts and shall be responsible for any loss or damage thereto, ordinary wear and tear excepted.

MISCELLANEOUS.

SEC. 175. Graduating exercises, except of High Schools, must be held in public school buildings.

SEC. 176. School buildings must be used exclusively for public instruction.

SEC. 177. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school, the Secretary of the Board, and the Chairman of the Committee on Finance, shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

SEC. 178. No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

SEC. 179. In accordance with the requirements of the State School Law, beginners' classes shall be placed in charge, wherever practicable, of Normal School graduates, or of teachers who have had at least two years' experience in teaching.

SEC. 180. The salaries of teachers, and other employees of the Board, shall begin at the time they respectively enter upon their duties.

SEC. 181. Whenever a flag is provided for school use, the Committee on Buildings and Grounds is authorized to

order the erection of a suitable flag-staff on the school house or on the grounds.

SEC. 182. All teachers and employees of the School Department shall be actual residents of the City and County of San Francisco; *provided*, that this rule shall not affect any of the teachers and employees who at the date of the adoption thereof are non-residents of the City and County of San Francisco.

SEC. 183. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books, publications, or articles of any kind be advertised, distributed or exhibited in school, by teachers, pupils or other persons.

SEC. 184. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 185. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 186. Classes of beginners in the public schools shall be formed only at the commencement of each school year, and, for the first six months, shall be known as beginners' classes, and thereafter shall be known as lower first grades. Teachers, while in charge of beginners' classes, shall be paid the maximum salaries that they would be entitled to in the Grammar grades.

SEC. 187. Whenever a Grammar or Primary Class is composed of more than one grade, the grade of the teacher thereof, for the purpose of determining her salary under

the salary schedule, shall be the grade of the majority of the pupils in the class.

SEC. 188. Only such teachers as are holders of Grammar Grade Certificates shall be entitled to teach beginners' classes.

SEC. 189. All former rules of the Board of Education, and all resolutions and orders that are in conflict with these rules, are hereby rescinded.

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RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

1896

SAN FRANCISCO:
JAS. H. BARRY, PRINTER, 429 MONTGOMERY STREET.
1896.

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1896.

BOARD OF EDUCATION.

1896.

PRESIDENT - - - - HENRY T. SCOTT.
VICE-PRESIDENT - - DR. C. A. CLINTON.

MEMBERS.	OFFICES.	RESIDENCES.
HENRY T. SCOTT....	222 Market street. During business hours.	
WM. F. AMBROSE...	40 New Montgomery st., Builders' Exch. From 11 to 2.	605 Hayes street.
E. P. BARRETT.....	327 Pine street..... During office hours.	1324 Golden Gate ave.
THOS. R. CAREW....	19 Van Ness avenue. Fridays from 3 to 6 P. M. at office Bd. Education.	1533 Waller street.
DR. C. A. CLINTON..	N. E. cor Howard and 21st streets .. Daily from 2 to 4 P. M.	N. E. cor. Howard and 21st streets.
A. COMTE, JR.....	534½ California st. 10 A. M. to 5 P. M. at his office.	
CHAS. H. HAWLEY..		919 Jones street. Tuesdays at office of Board from 3 to 5 P. M.
H. C. HENDERSON ..	1809 Folsom street... Saturdays 3 to 4 P. M. at his office.	1809 Folsom street.
THOS. R. KNOX...	..86 Crocker Building.. 4 to 5 P. M. at his office. Saturday forenoons.	3130 Washington st.
ANDREW McELROY.	40 New Montgomery. Tuesdays from 3 to 5 P. M. at office of Board.	715 McAllister st.
CHAS. A. MURDOCK.	532 Clay street..... Daily from 3 to 5 P. M. at his office.	2710 Scott street.
DR. JOS. H. SOPER..	Nucleus Building.... 12 to 1 P. M. at office.	317 Noe street.

BOARD OF EDUCATION.

1896.

PRESIDENT - - - - HENRY T. SCOTT.
VICE-PRESIDENT - - - DR. C. A. CLINTON.

Regular Meetings held on the second and last Wednesdays of each month.

GENERAL OFFICE, Second Floor, New City Hall.

FROM 9 A. M. TO 4 P. M. TELEPHONE MAIN 70.
SUPERINTENDENT'S HOURS, 3 TO 4 P. M.
SATURDAYS, FROM 9 A. M. TO 12 M. TEL. SOUTH 693.

MADISON BABCOCK, Superintendent..... 240 Thirteenth St.
CHAS. B. STONE, Deputy Sup't.....1882 Washington St.
GEO. BEANSTON, Secretary .....1014 Fillmore St.
GEO. W. WADE, Asst. Secretary.....1436 Leavenworth St.
I. J. ASCHHEIM, Asst. Secretary .....1137 Geary St.
FRANK F. STONE, Asst. Secretary..... 1023 Vallejo St.
MISS M. F. CUSICK, Stenographer..... 208½ Fourteenth St.
MISS A. C. KENDRICK, Stenographer. .... 2610 Bryant Ave.
FRANK W. YALE, Messenger.....731 Grove St.

Standing Committees.

The President is *ex-officio* a member of all Standing Committees.

The Superintendent is *ex-officio* a member of the Committees on Classification, on Rules, and Qualifications of Teachers.

FINANCE—HAWLEY, MURDOCK, BARRETT.
CLASSIFICATION—MURDOCK, CLINTON, MCELROY, HAWLEY, CAREW, BARRETT.
RULES—KNOX, COMTE, HENDERSON.
QUALIFICATIONS—CLINTON, KNOX, SOPER.
BUILDINGS AND GROUNDS—HENDERSON, MCELROY, AMBROSE.
SALARIES—CAREW, KNOX, HENDERSON.
SUPPLIES—SOPER, MURDOCK, CLINTON.
JUDICIARY—COMTE, KNOX, CAREW.
PRINTING—BARRETT, HAWLEY, COMTE.
JANITORS—MCELROY, HAWLEY, AMBROSE.
VISITING—AMBROSE, BARRETT, SOPER.

RULES

OF THE

BOARD OF EDUCATION.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To appoint in the month of January of each year, all standing committees of the Board of Education, subject to its approval thereof.

Second—To preside at the meetings of the Board, and to preserve order and decorum.

Third—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

Fourth—To order a vote of the Board to be taken by a call of the yeas and nays, at the request of any member.

Fifth—To appoint all special committees of the Board unless such appointments be otherwise provided for.

Sixth—To be, *ex officio*, a member of all standing committees.

Seventh—To suspend any or all schools or classes when deemed necessary or advisable, and to submit such action to the Board for its approval at the earliest opportunity.

Eighth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Ninth—To exercise a general supervision over, and keep himself informed as to the needs of, the School Department, and to make such recommendations to the Board and committees, from time to time, as will, in his opinion, promote the welfare of the schools.

Tenth—To authenticate by his signature, jointly with the Secretary, all teachers' certificates, diplomas, contracts, leases, and other legal documents, which require execution in the name of the Board.

Eleventh—To approve the official bonds of employees.

Meetings.

Sec. 4. The regular meetings of the Board shall be held on the second and last Wednesdays of each month.

Sec. 5. The hour for opening the sessions of the Board shall be eight o'clock p. m., if a quorum be present. If a quorum be not obtained, the Board shall stand adjourned until the next regular meeting, or un-

til such time, prior thereto, as a majority of those present may determine.

SEC. 6. Special meetings may be called by the President, whenever in his judgment the needs of the Department require them.

SEC. 7. Special meetings shall be called by the President on the written request of any three members of the Board, stating the object of said meetings.

SEC. 8. No special meeting shall be called on a shorter notice than twenty-four hours.

SEC. 9. No business shall be transacted at any special meeting other than that for which it is called.

Quorum.

SEC. 10. Seven members of the Board shall constitute a quorum, and shall be necessary for the transaction of any business.

Rules of Order.

SEC. 11. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Cushing's Manual."

SEC. 12. No measure or proposition shall be valid unless it be passed by seven votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 13. All motions, resolutions, orders, and votes of the Board involving the disbursement of money shall be taken by yeas and nays, and the votes registered.

SEC. 14. No member shall speak more than twice on the same subject without leave of the Board.

SEC. 15. A reconsideration can be had only at the same meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 16. Any rules adopted by the Board may be amended or repealed by the affirmative vote of seven members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 17. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

Order of Business.

SEC. 18. The following shall be the order of business at all regular meetings of the Board:

1. Roll call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Appointment, Nomination, and Election of Teachers.
7. Reports of Special Committees.
8. Unfinished business.
9. New business.

Standing Committees.

SEC. 19. The Standing Committees shall be as follows, and each committee shall consist of not less than three members:

1. Finance.
2. Classification.
3. Rules.
4. Qualifications of Teachers.
5. Buildings and Grounds.
6. Salaries.
7. Supplies.
8. Judiciary.
9. Printing.
10. Janitors.
11. Visiting.

SEC. 20. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 21. All committee meetings shall be held at the rooms of the Board of Education, and a record of the proceedings thereof shall be kept by the Secretary of the Board, if requested, who shall be *ex-officio* the Clerk of each Committee.

Finance.

SEC 22. It shall be the duty of the Committee on Finance·

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents, and water, and bills presented under written contract with the Board, to be sworn to by the parties who performed the work or furnished the things to be paid for.

(3.) To examine semi-annually, in the months of July and January, the accounts of the Secretary of the Board, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board, at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks, and other employees of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the condition of the funds under the control of the Standing Committees

(7.) To exercise a general supervision and control over the expenditures of the School Department; to see that the school funds are properly and economically disbursed, and that no bills are contracted by any person or committee which are not in accordance with law and for the best interests of the schools, and to attend to such other financial matters as may, from time to time, be referred to it by the Board, or that it may deem necessary; *provided*, that all rulings or orders of the Finance Committee shall be subject to appeal to the Board.

Classification.

SEC. 23. It shall be the duty of the Committee on Classification, and it shall have power—

(1.) To determine the classification of schools, and the promotion of classes.

(2.) To recommend to the Board for its adoption the Course of Study to be pursued in the schools, and, from time to time, to recommend such changes therein as may be deemed desirable.

(3.) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4.) To recommend to the Board the adoption of such text-books as may be required by the Course of Study.

(5.) To determine the rank of assistant teachers, and to recommend to the Board their promotion from one grade to another.

(6.) To report to the Board, from time to time, the number of substitute teachers that may be needed in the schools.

(7.) To consider all propositions to transfer teachers from one school to another, and to report to the Board for confirmation or rejection.

(8.) To attend to such other matters as may be referred to it by the Board.

Rules.

SEC. 24. It shall be the duty of the Committee on Rules, and it shall have power—

(1.) To examine every proposition presented to the Board for the repeal or the amendment of any of the

rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, or by the Superintendent.

(4.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employee of the Department, and report the same to the Board at its next regular meeting.

(5.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent. The action of the committee shall be final; *provided*, that if, in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(6.) To grant to teachers permission to be absent, or excuses for absence, for a period not exceeding one month.

(7.) To consider all applications from teachers for leave of absence, and to report the same to the Board for its action.

(8.) To attend to such other matters as may be referred to it by the Board.

Qualifications of Teachers.

Sec. 25. The Committee on Qualifications of Teachers shall have power, and it shall be its duty—

(1.) To take under consideration all nominations for positions as teachers in the School Department, and all recommendations of the City Board of Examination.

(2.) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3.) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and to report thereon, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

Buildings and Grounds.

SEC. 26. The Committee on Buildings and Grounds shall have power, and it shall be its duty—

(1.) To exercise general supervision over the buildings and grounds of the Department.

(2.) To supervise all repairs of school property.

(3.) To report to the Board, for action, all information regarding the location, erection, and alteration of school buildings, and the repairs thereof, when called for by vote of the Board; and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, the character of the work and the cost thereof.

(4) To report, in writing, during the month of April in each year, the condition of all school property.

(5.) To require the Secretary of the Board, in the month of May in each year, to advertise, for two weeks, in one daily paper of general circulation, published in San Francisco—to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other

material may be required in the Carpenters' Department during the succeeding fiscal year.

(6.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in one daily paper of general circulation—to be designated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(7.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(8.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(9.) To perform such other duties as may be assigned to it by the Board.

Salaries.

Sec. 27. The Committee on Salaries shall have power, and it shall be its duty—

(1.) To prepare and report annually in the month of May, a schedule of salaries for the ensuing fiscal year for the teachers and other employees of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employee of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matters connected with salaries of employees that may be referred to it by the Board.

Judiciary.

SEC. 28. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

Supplies.

SEC. 29. (1.) It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(2.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, and the character of the work done.

(3.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks in one daily paper of general circulation, to be designated by the Committee, for sealed proposals for supplies for the School Department under its supervision.

(4.) To supervise the use of the supplies by the various schools and employees; and to adopt such measures as will tend to proper economy.

(5.) To keep an account of the supplies and apparatus furnished to each school and to apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(6.) To perform such other duties as may be assigned to it by the Board.

Printing.

SEC. 30. It shall be the duty of the Committee on Printing, and it shall have power—

(1.) To supervise all printing required by the Department, and to see that all blanks and forms accord with the latest regulations, and with the directions of the Superintendent.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in one daily paper having a general circulation, to be designated by the committee, for sealed proposals for printing blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year.

Janitors.

SEC. 31. It shall be the duty of the Committee on Janitors, and it shall have power—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all charges of delinquency or neglect of duty on the part of janitors, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

Visiting.

SEC. 32. It shall be the duty of the Visiting Committee to visit the schools of the Department from time to time, and to make such written reports to the Board as may be deemed necessary.

General Rules.

SEC. 33. All orders or circulars to Principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Executive Officer of the Board, after authorization by a vote of a committee or of the Board.

Proposals for Work.

SEC. 34. All bids and proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting.

Incurring Expense.

SEC. 35. No Director shall incur any expense against the Department unless authorized by the Board, and no committee shall incur an expense for an amount in excess of $50.00, except in cases of urgent necessity, when the amount may be increased to $100.00 with the consent of the Committee on Finance.

Superintendent of Common Schools.

SEC. 36. The Superintendent shall have power, and it shall be his duty—

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and supervise teachers' record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in

which their defects may be remedied and their efficiency promoted.

(4.) To see that the rules of the School Department are observed.

(5.) To recommend to the Board such changes in the rules, and such other measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employees of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms of all blanks, cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office, for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent, and Principals of Schools.

(11.) To be *ex officio* a member of the Committees on Classification, on Rules, and on Qualifications of Teachers, with the right to vote in said committees.

(12.) To investigate all cases of suspension of pupils from the schools; and, in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) To transfer pupils from one school to another, when good reasons exist for so doing.

(14.) To direct, under the rules of the Board, the promotion of pupils and the grading of the classes in the schools.

(15.) To make an annual report at the close of the fiscal year, showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(16.) To visit each school and each class at least once during each school year.

(17.) To keep regular office hours, other than school hours.

(18.) To attend to such other matters as may, from time to time, be referred to him by the Board.

Deputy Superintendent of Common Schools.

SEC. 37. It shall be the duty of the Deputy Superintendent—

(1.) To act under the direction of the Superintendent, and, in his absence, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office.

(3. To visit the schools and the classes of the Department, and, by frequent oral examination, to ascertain their condition.

(4.) To observe carefully the methods of instruction and discipline pursued by teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals and

teachers, and the condition of the classes visited by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

Secretary of the Board of Education.

SEC. 38. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions, and documents, which are to be sent to members of the Board, to the chairmen of committees, to Principals, to teachers, and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board, in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13.) To superintend, under the direction of the Superintendent, the Assistant Secretaries, Stenographer, and other attaches of the office of the Board of Education, and to report to the Superintendent any delinquency on their part.

Inspector of Buildings.

Sec. 39. An Inspector of Buildings shall be elected by the Board of Education, who shall hold his position during the pleasure of the Board. He shall be immediately responsible to, and subject to the control of, the Committee on Buildings and Grounds.

Sec. 40. The Inspector of Buildings shall furnish a bond, in the sum of $5,000, for the faithful performance of his duty. His salary shall be fixed by the Board of Education.

Sec. 41. It shall be the duty of the Inspector of Buildings—

(1.) To keep at his office books for the registering of all requisitions, which, except in cases of extreme

urgency, shall be honored in the order of their reception, and he shall not permit such books to be taken from his office, except by order of the Board.

(2.) To present all requisitions and estimates for repairs to the Committee on Buildings and Grounds; and no such requisition shall be considered without the signature of the Chairman thereof.

(3.) To file with the Secretary of the Board of Education duplicate bills of all repairs made.

(4.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(5.) The office of the Inspector of Buildings shall be in the storeroom of the Board of Education.

Storekeeper.

SEC. 42. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 43. He shall be subject to the direction of the Committee on Supplies.

SEC. 44. It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the Chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the Chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Secretary of the Board of Education, within forty-eight hours after the receipt of the goods. He shall retain in his office the original bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the specifications and samples, rejecting any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, with cost thereof, and also all articles returned by the schools.

(9.) To deliver any supplies for the use of any school only upon a requisition presented to him, properly drawn and signed by the Principal of the school and countersigned by the Chairman of the Committee on Supplies.

(10.) To deliver supplies for use in the office of the Board of Education only upon requisition presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name of each article delivered; sending the original receipt to the Secretary of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(13.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

PUBLIC SCHOOLS.

SEC. 45. The schools of the Department are classed as Primary, Grammar, Evening, and High Schools.

SEC. 46. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 47. The first term of the public schools shall begin on the 1st Monday of August, and end on the Friday next preceding Christmas. The second term shall begin on the Monday following the first day of January, and end on the 3rd Friday of June. There shall be a vacation during the third and fourth weeks in March.

SEC. 48. There shall be no school on Saturdays, Sundays, or any legal holiday, except election day. The following days shall be observed as holidays: Christmas, New Year's, Washington's Birthday, 1st of May, Memorial Day, the Fourth of July, Admission Day, State Labor Day, Thanksgiving Day and the day following. Whenever any of these holidays occurs on Sunday, the following Monday shall be observed as a holiday.

SEC. 49. The President of the Board or, in his absence from the city, the Superintendent, shall have power to suspend all the schools, or any particular school or class, if deemed by him necessary or desirable, and his action shall be reported to the Board at the next regular meeting.

SEC. 50. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock and end at 12. In the primary grades there shall be a recess of 15 minutes at 10:30; in other grades it shall be optional with the Principal. The afternoon session shall begin at 12 M. and end at 3 P. M., except that in the primary grades, the afternoon session shall close at 2:30 P. M. There shall be an intermission of one hour from 12 to 1. Calisthenic exercises of five minutes each shall be given at 10 A. M., and in the middle of the afternoon.

The sessions of the Polytechnic High School shall be from 9 A. M. to 12:30 P. M., and from 1 to 3 P. M.; the industrial department to continue until 3:45 P. M.

SEC. 51. The school yards shall be open at half past eight, and pupils admitted to their class rooms at ten minutes to 9. In inclement weather class rooms shall be open at 8:35. On very rainy days recesses and the noon intermission may be shortened at the discretion of the Principal, and school may be dismissed whenever the prescribed time for the school sessions shall have been completed.

SEC. 52. Day schools having primary grades, and an average daily attendance of less than 225 pupils in the Grammar grades, shall be known as Primary Schools.

SEC. 53. Schools having had an average daily attendance of 225 pupils or more, in the Grammar grades, for

five consecutive months, shall be known as Grammar Schools; *provided*, that each of the Grammar grades shall have been represented.

Grammar pupils shall attend Grammar Schools and Primary pupils shall attend Primary Schools, except in cases where they cannot be accommodated in their own schools.

SEC. 54. All grades below the 5th shall be known as Primary grades, and all from the 5th to the 8th, both inclusive, shall be known as Grammar grades.

SEC. 55. Each Primary School shall be taught by a Principal and such assistants as may be necessary; but in schools having eight classes or more, the Principal shall not be required to teach a class.

SEC. 56. Each Grammar School shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed.

DUTIES OF PRINCIPALS.

SEC. 57. It is the duty of Principals—

(1.) To observe and enforce the rules of the Board, and to report to the Superintendent any willful violation thereof by their assistant teachers or janitors.

(2.) To carry into effect the course of study and the general directions of the Superintendent.

(3.) To visit each class frequently, and to aid assistants by suggestions and by practical illustrations of methods of teaching.

(4.) To see that the fire-drill is practiced in their schools at least once a month.

(5.) In all schools of three or more classes, to call a meeting of assistants after school hours on the first Monday of each school month, for the discussion of methods of instruction and discipline.

(6.) To send to the Secretary of the Board monthly reports of their schools on the Monday following the last day in each school month, on blanks furnished by the Superintendent.

(7.) To make a written report to the Superintendent in the month of June of each year, as to the efficiency and success of the teachers in their schools. To make a similar report in the month of December as to any new teachers not embraced in the June report, and as to any marked change in any teacher reported upon therein. Such reports shall be submitted to the Committee on Qualifications of Teachers. When a Principal reports adversely on a teacher, the Committee on Classification shall be authorized to arrange a transfer to another school. If the second Principal reports adversely, the Committee on Qualifications shall be authorized to place the teacher on trial, in accordance with the provisions of Section 172.

(8.) In May of each year, to make a block report of the number of pupils by grades, belonging to their respective schools. The blocks shall be designated by numbers and additions. They shall also report the number of pupils, by grades, to be sent to other schools by promotion. (The block numbers referred to may be found on any city map.) This subdivision applies to Primary and Grammar schools only.

Sec. 58. Principals shall send to the office of the Superintendent, at the close of the last school day of each month, a report embodying a record of the attendance and absence of themselves and assistants for the current month, giving the exact time and date and the reasons for said absence. Principals who fail to make these reports before the first day of the following month shall forfeit five dollars of their salary.

Sec. 59. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked and numbered.

Sec. 60. Principals shall be responsible for the general discipline and management of their schools. They shall be at their schools not later than 8:30 A. M. They shall exercise close supervision in their school yards; giving all necessary support to their Vice-Principals and assistants.

Sec. 61. Principals of Primary Schools must detail assistants, in regular order, weekly or daily, to take charge of the yards at half-past 8 o'clock and during the morning recess and noon intermission. In other schools the Vice-Principals shall take charge of the yards designated by the Principal. In schools where there are other yards, or in Primary Schools of sixteen or more classes, the Principal may appoint (subject to the approval of the Classification Committee) a teacher to act as yard assistant, who shall receive $10.00 per month extra compensation.

Sec. 62. Principals are authorized to hold public exhibitions or public oral examinations during any day of the last month of the school year.

SEC. 63. Principals may promote deserving pupils, and may put back incapable pupils, at any time during the year. Promotion from division to division and from grade to grade shall be made at the end of each school term.

The promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher, on the pupil's work for the term or the year.

SEC. 64. Within two weeks after the opening of school in each term, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class.

SEC. 65. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class-room.

SEC. 66. Principals must arrange exchanges of classes and teachers, so that instruction may be given in vocal music.

SEC. 67. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least five consecutive days in their schools.

CLASSIFICATION.

SEC. 68. At the beginning of the school year, in August, Principals shall classify their schools, assigning teachers to the classes for which they consider them

best fitted. Such assignments shall be subject to the approval of the Superintendent and the Classification Committee; and, when once made, shall not be changed unless the cause of the proposed change has been stated in writing to the Superintendent, and the same approved by him and the Classification Committee.

SEC. 69. Principals shall from time to time so assign teachers to class rooms that they shall alternate in the occupancy of desirable and undesirable rooms.

SEC. 70. First grade classes shall consist, at the beginning of the school year, in August, of forty pupils each. Whenever the average daily attendance shall fall below thirty-five, or exceed forty-five, the Superintendent shall report the fact to the Classification Committee, and if in his judgment it is advisable, shall recommend a plan for consolidation, or the formation of a new class. Other Primary and Grammar classes shall consist of at least fifty pupils, and the Superintendent shall likewise report when the average daily attendance falls below forty or exceeds fifty. In schools having less than four classes these numbers may be modified to meet the needs of classification.

SEC. 71. In High Schools, a full Junior class shall consist of at least thirty-five pupils, and a full Middle or Senior class of at least forty pupils.

SUBSTITUTES.

SEC. 72. The regular Day Substitute Class shall consist of thirty teachers, who shall report for duty daily, and shall be paid such compensation as may be allowed

by the Board of Education. When their services are not otherwise required, they shall be assigned to the different schools, to be trained in methods of instruction and management, in the same manner and under the same conditions as are provided by these Rules for the assignment of student teachers from the San Francisco Normal School. The Evening Substitute Class shall consist of six teachers under pay, who shall report for duty nightly.

Sec. 73. Whenever substitute teachers are required in High Schools they shall be temporarily appointed by the Superintendent, until the next meeting of the Classification Committee.

Sec. 74. Whenever a regular teacher is absent, the Principal must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. Principals may call for a substitute for the morning or for the afternoon session, or for both. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the session, and the teacher shall forfeit pay for half a day. The Superintendent shall have charge of the assignment of substitutes.

Sec. 75. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school shall remain at the school for the session, and the teacher shall forfeit pay for half a day.

Sec. 76. Substitutes are required to make themselves familiar with the course of study so that they may know the work of every grade for every quarter of the school year.

SEC. 77. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principal, shall be presented at the office of the Secretary on the last school day of each calendar month.

SEC. 78. No more than thirty substitutes shall at any time be under pay. Whenever the number, including teachers relieved from class duty by consolidation of pupils, shall exceed thirty, the Secretary shall notify those last elected, in excess of that number, that they are suspended until the number in the class shall be reduced by assignment, or otherwise, to thirty.

STUDENT TEACHERS.

SEC. 79. Principals shall report monthly on official blanks, as to the success or failure of student teachers assigned from the San Francisco Normal School.

SEC. 80. As student teachers are sent out to be trained in methods of instruction and management, Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 81. Student teachers from the San Francisco Normal School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with the Principals of the Schools.

DISCIPLINE.

SEC. 82. Teachers must co-operate with their Principals in the management of pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls, and on school grounds.

SEC. 83. Every teacher is hereby especially empowered and enjoined to command order, on or about the school premises, on the part of every pupil connected with the public schools.

SEC. 84. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language towards pupils or parents, are expressly forbidden.

SEC. 85. Principals shall report the names and residences of habitual truants to the Truant Officer whenever the case requires his assistance.

SEC. 86. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 87. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused, or insulted any teachers, before their classes, or on school premises, or by letter, shall be liable to suspension or expulsion.

CORPORAL PUNISHMENT.

Sec. 88. Corporal punishment shall not be administered in the High Schools, nor upon girls in any of the schools of the Department. Such punishment must be administered only by Principals and shall only be resorted to in extreme cases when other means fail to maintain obedience. No excessive, cruel, or unusual punishment shall be allowed.

Sec. 89. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

SUSPENSION AND EXPULSION.

Sec. 90. A pupil is suspended when, because of his misconduct, he is deprived of school privileges for a stated or indefinite time, or pending action by the Superintendent, the Committee on Rules, or the Board of Education.

No suspended pupil shall be reinstated until the Principal and the class teacher shall have been heard in regard to the case.

Sec 91. Pupils who refuse to receive corporal punishment may be suspended by the Principal for a period not to exceed four weeks, without appeal.

SEC. 92. Principals may suspend pupils absolutely for a period not exceeding one week, or for a longer time, until the Superintendent can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason therefor. Principals must report to the Superintendent at the end of each school month all cases of suspension, with the dates and causes thereof.

SEC. 93. Pupils shall be expelled only by vote of the Board. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school.

DUTIES OF TEACHERS.

SEC. 94. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal.

SEC. 95. Teachers must be in their class rooms fifteen minutes before nine o'clock (and ten minutes earlier if the weather is inclement), and must be marked as tardy by Principals if they are not at their desks on time.

If a teacher shall fail to be at his or her post of duty three times in any one calendar month, the Principal

shall report such tardiness to the Committee on Rules, and if, thereafter, the same teacher is similarly tardy, he or she shall forfeit one-half a day's salary.

SEC. 96. Pupils shall not be allowed to remain in any school room, except in the presence of a teacher, unless in cases of urgent necessity and by special permission of the Principal.

SEC. 97. Teachers are authorized to require excuses from the parents or guardians of pupils, either in person or by written note, in all cases of absence, or tardiness, or of dismissal before the close of school. In case of absence, a note must be presented on the child's return to school. In case of tardiness, a note must be presented the next day.

SEC. 98. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from time to time, and prevent their defacement or wanton destruction. At the close of each school year they shall take from all scholars that have been promoted, or are leaving school, a list of books that such scholars wish to sell, together with their names and addresses, which list shall be furnished new pupils on entrance to their classes.

SEC. 99. Principals and teachers must not give instruction for pay, or any other compensation, to pupils of their classes, nor shall such instruction be given in any building or room belonging to the Public School Department.

SEC. 100. Each assistant teaching a class above the third grade shall keep a "Class Record Book," showing the standing and deportment of each pupil, and shall send, previous to each vacation, reports in the required

form to parents and guardians; but whenever the standing or deportment of individual pupils is unsatisfactory, reports shall be sent at least once a month.

SEC. 101. Each assistant teacher must keep a "State Register," in the required form, including the name, age, and residence of each pupil, together with the name of the parent or guardian.

SEC. 102. The teacher of each grade must prepare a programme of daily exercises, a copy of which shall be kept posted conspicuously in the school-room, and another in the State Register. For purposes of recitation, pupils in first and second grade classes shall be divided into at least three divisions, and in all other classes of Primary and Grammar Schools into at least two divisions.

SEC. 103. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess, and at every change of lessons, they shall open doors and windows, so as to secure an effectual change of air. At other times, windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after one o'clock. During the season in which fires are required in schools, teachers must endeavor to keep their rooms at a temperature of 65 degrees.

SEC. 104. Teachers are strictly forbidden to require their pupils to perform any menial services or to send them on private or personal errands, during school hours.

MONITORS.

Sec. 105. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, with the power of punishment, or of reporting pupils for reprimand or punishment. This rule does not prohibit the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens, and paper. Janitors must not be required nor allowed to act as monitors.

Sec. 106. Teachers must not appoint pupils to examine and credit examination papers. This rule does not prohibit the interchange of papers among pupils of the class and the correction of such papers, when the pupils have the right to appeal at once to the teacher.

ABSENCE OF TEACHERS.

Sec. 107. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

Sec. 108. At the discretion of the Board, any teacher may be granted a leave of absence, for a period not exceeding a year, excepting when a teacher desires to pursue advanced studies, when the leave may be for a period not exceeding three years. A leave of absence granted for a period exceeding ninety days shall terminate at the beginning of a term.

Positions temporarily vacant through leave of absence shall be filled by a substitute teacher, or by an assignment, limited to the term of absence.

Teachers reporting at the expiration of a leave shall be entitled to the position held when leave was taken.

Sec. 109. Teachers desiring to be absent from duty for a period not exceeding one month must give notice thereof to the Committee on Rules, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Secretary for consideration by the Committee. In cases of sickness or other emergency teachers may absent themselves without permission; but such teachers must, upon returning to duty, give notice thereof in the manner above provided. Teachers absent from duty without such notice and approval must be reported at once by the Principal to the Secretary, who shall report the same to the Chairman of the Committee on Rules. Teachers desiring to be absent for a longer period than one month must apply to the Board for leave of absence. Principals shall not approve any notice of intended absence unless satisfied that there is a good and sufficient cause therefor. Upon the return of any teacher after such absence the Principal must certify that the same was for good and sufficient cause.

Sec. 110. Principals may excuse the absence of teachers for less than one hour, for good cause, but the Principal, or some other teacher, or a student teacher, must take charge of the class.

Sec. 111. The Vice-Principal shall have charge of the school during the absence of the Principal, but shall receive no extra pay unless such Principal has been absent for a period of one calendar month. In the absence of the Principal, the senior teacher of the high-

est grade shall take charge of the yard. When the Vice-Principal is absent, the Principal shall designate a teacher to temporarily fill the position, and a substitute shall be assigned to the school to fill such position as the Principal may direct. A teacher acting as Principal or Vice-Principal for five days or more in any calendar month shall receive therefor the salary of the position so temporarily filled.

SEC. 112. A deduction in proportion to the number of school days in the month shall be made for each day's absence, and one-sixth of this amount for each hour's absence, unless the absence be in accordance with the section which permits teachers to visit other schools, or by permission of the Superintendent or Committee on Rules.

SEC. 113. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Committee on Rules, which committee shall determine when the teacher may return.

HOME STUDY.

SEC. 114. Lessons for home study shall be regulated as follows:

To pupils of the first and second grades, no home lessons, except reading, shall be assigned.

To pupils of the third, fourth, and fifth grades, not more than one hour's study.

To pupils of the sixth and seventh grades, not more than one and one-half hour's study.

To pupils of the eighth grade, not more than two hours' study.

SEC. 115. In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed three hours daily.

GENERAL RULES.

SEC. 116. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils, or any other school appliances.

SEC. 117. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice, and patriotism; to teach them to avoid idleness, profanity, and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties, and dignities of American citizenship.

SEC. 118. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 119. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless application for permission to do so be first made to

the Committee on Rules, who may grant or deny the request, or refer it to the Board.

SEC. 120. Principals of Grammar and Primary Schools may visit other schools in the Department two days of each school term. While absent, their duties shall be performed by a Vice-Principal or an assistant, without additional pay. Principals may permit or detail Vice-Principals or assistants to visit other public schools one day in each term, requiring written reports thereof. During their absence for this purpose a substitute teacher may be called if necessary. No more than one teacher in each school shall be allowed to visit on the same day. Principals of High Schools shall be allowed four days in each year to visit schools or the Universities, and their Vice-Principals and assistants shall be allowed one day in each year for a like purpose.

JANITORS.

SEC. 121. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 122. All janitors receiving salaries of $40.00 per month and upwards shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, without permission of the Principal. During vacation they shall visit and examine every room in their charge at least once a day.

SEC. 123. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school build-

ings, including basements and sidewalks, furniture, stoves and gas stoves, yards, and out-buildings, neat and clean, shall scrub the floors and stairs and clean the windows at least four times per year, shall build fires, open and close school buildings, and perform other reasonable duties ordered by Principals.

All janitors who neglect to obey the instructions given by Principals shall be reported to the Superintendent and the Committee on Janitors.

SEC. 124. Teachers shall see that school-rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order.

SEC. 125. Janitors shall weigh all coal received at the schools, and shall report thereon to Principal. Certificates of these weights shall be signed by the Principals, and sent by them to the Secretary of the Board of Education, who shall make a record of the same, and then send them to the Committee on Supplies of this Board.

SEC. 126. Janitors shall raise the American flag on school-houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation; during public exercises; on Washington's Birthday, Bunker Hill Day, the Fourth of July, Admission Day, Patriotic Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag shall be at half-mast on Memorial Day, on the death of a teacher or pupil, and on such other days as may be ordered by the Board, the President of the Board, or the Superintendent.

DUTIES AND RIGHTS OF PUPILS.

SEC. 127. Every pupil is required to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain from the use of profane and vulgar language, and from the use of tobacco, and to be clean and neat in person and clothing.

SEC. 128. All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade, unless otherwise directed by the Superintendent.

SEC. 129. Any parent who desires to have his child transferred from one school to another shall apply to the principal for a certificate, which shall state the name, age, grade, scholarship, deportment, residence, and cause of transfer of the pupil. Distance or removal of children shall constitute good cause for granting a transfer. Principals shall not receive pupils who have attended any other public school within a period of one year, without transfers. Any pupil admitted into a school who lives out of the district shall be subject to transfer to his proper district when the necessities of the school require it.

SEC. 130. Whenever a pupil applies for admission to a school in which there is not room, the Principal shall report the name, age, and address to the Superintend-

ent of Schools, who shall either make room for such applicant by transferring from such school pupils who reside nearer other schools to their proper schools, or shall arrange for the admission of the pupils to the nearest school in which there is room.

SEC. 131. No High School pupil shall be allowed to discontinue any study, or take a course other than one of the regular courses, without the consent of the Principal.

Any High School pupil may so arrange his or her studies, under the direction of the Principal, as to complete the regular course in four or more years.

SEC. 132. No petition against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians to the Committee on Rules who will investigate privately and report to the Board.

SEC. 133. Non-resident pupils may be admitted to the schools, but only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the schools shall pay to the Board of Education, to go to the credit of the School Fund, for each term of five months in advance:

Normal School	$30.00
High School	20.00
Grammar or Primary School	10.00

SEC. 134. No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt

showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to same, free of charge, one pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

VACCINATION AND SANITATION.

Sec. 135. Teachers shall require from all pupils before admitting them to school satisfactory evidence that they have been vaccinated.

Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect shall be sent home to be properly prepared for school. No pupil or teacher who is afflicted with consumption, contagious impetigo, ringworm, or opthalmia, or in whose residence there is any one sick with diphtheria, smallpox, measles, scarlet, typhoid, or typhus fever, chickenpox, or scabies, shall attend school without a certificate from the attending physician, countersigned by the Health Officer, that all danger of contagion is past.

PUPILS AND TEACHERS.

Sec. 136. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

SEC. 137. Pupils on entering school shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat.

SEC. 138. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be delivered to the Principals, by the class teachers, at the end of the term, and replaced in the school library, to be used, as occasion may require, in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

SEC. 139. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class room at recess, except in inclement weather.

SEC. 140. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Superintendent.

SEC. 141. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 142. Pupils who are not in their class rooms at 9 o'clock A. M., or 1 P. M., shall be marked as tardy.

SEC. 143. Whenever a pupil is absent one day the

teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 144. No pupil shall be sent home for an excuse during session hours, nor from room to room on errands, except by permission of the Principal.

Pupils shall be allowed to go home to lunch at the noon intermission; but Principals may at their discretion detain those who fail to return in time. Principals may, also, at their discretion, refuse permission to pupils living at a distance to go home to lunch during inclement weather.

SEC. 145. The unexcused absence of a pupil three days, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat, but, on personal application by the parent or guardian, the Principal may readmit or may refer the case to the Superintendent.

"Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." (State Law.)

SEC. 146. Any pupil transferred on account of bad conduct shall, if afterwards deemed deserving of suspension, be suspended indefinitely and shall be restored to school privileges only by vote of the Board.

SEC. 147. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

EVENING SCHOOLS.

SEC. 148. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 149. They shall be free to all persons over twelve years of age.

SEC. 150. No pupil shall be admitted to an Evening School unless prevented from attending Day School by their regular occupation, except by permission of the Committee on Rules.

SEC. 151. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 152. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Geography, Architectural Drawing, Mechanical Drawing, Bookkeeping, Stenography and Typewriting, Algebra, and Geometry. The Text-Books must be the same as in the Day Schools.

SEC. 153. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 154. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 155. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 156. No class, except a foreign class or a class of mixed grades, shall be continued for more than

thirty days unless the daily average attendance equals or exceeds thirty-five.

SEC. 157. Pupils shall not be admitted to an Evening class later than 7:30 P. M.

SEC. 158. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class.

CITY BOARD OF EXAMINATION.

SEC. 159. The City Board of Examination shall consist of the Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Education, and shall hold office for two years. The City Superintendent of Schools is Chairman of the City Board of Examination.

SEC. 160. All examinations for teachers' certificates are conducted by the City Board of Examination; and teachers' certificates are issued and renewed by the Board of Education upon the recommendation of the City Board of Examination in accordance with the provisions of the State School Law.

SEC. 161. City certificates may be granted, without examination, to the holders of California life diplomas; California, Nevada, Washington and Oregon educational diplomas; California State Normal School diplomas; California State University diplomas, when recommended by the Faculty of the University; Grammar grade certificates of any county, city, or city and county of California; and Life diplomas and State Normal

School diplomas of other States. City certificates may be renewed without examination. Graduates of the San Francisco Normal School shall be entitled to receive Grammar grade certificates.

SEC. 162. The Board of Examination may recommend the issuance of Primary grade certificates, which shall be valid for a period of two years; Grammar grade certificates, which shall be valid for a period of six years; High School certificates, which shall be valid for a period of six years: and special certificates, valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

SEC. 163. Applicants for special certificates for teaching a particular branch of study must pass an examination in that special branch, together with such other studies as may be required by the City Board of Examination; and if elected to the School Department, they shall hold their positions only during the pleasure of the Board of Education. Special certificates may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, History, Kindergarten Work, Sewing, Stenography, Typewriting, Penmanship, Physical Culture, and Cooking.

SEC. 164. Teachers in High Schools must hold a High School certificate; in Grammar grades, at least a Grammar grade certificate; in Primary grades, at least a Primary grade certificate.

APPOINTMENT AND RETIREMENT OF TEACHERS.

Sec. 165. No one shall be appointed a teacher in this Department who is not a graduate of some Normal School or other institution of learning of equal rank with a regular diploma therefrom, or who shall not have had at least two years' successful experience in teaching in Public Schools.

This provision applies to both the day and evening schools, but not to special teachers. No person shall be elected to a position in a High School except upon the condition that if, at any time within six months thereafter, the Principal of such school shall report to the Classification Committee that the teacher is not fully competent to perform the duties required, then the election of such teacher shall be null and void, and the position shall again be vacant.

Sec. 166. (Sub. 1). All assistant teachers in Primary and Grammar Schools shall be appointed originally on trial to a class that shall be known as the Day Substitute Class, which shall not exceed 36 in number, no more than 30 of whom shall be under pay.

(Sub. 2). All assistant teachers in the Evening Schools shall be appointed originally on trial to a class that shall be known as the Evening Substitute Class, which shall not exceed 9 in number, no more than 6 of whom shall be under pay.

Sec. 167. When the Day Substitute Class falls below 24 in number, each Director shall be entitled to nominate two candidates, all nominations to be made in

open Board. Said nominees shall then present themselves to the City Board of Examination, who shall report to the Board of Education at a regular meeting, as to the experience, scholarship, and general fitness of the nominees, recommending the 12 who in their judgment are best fitted for the vacancies, which 12 shall be deemed eligible for election by the Board.

When the Evening Substitute Class falls below 6 in number, each Director shall be entitled to nominate one candidate, all nominations to be made in open Board. The said nominees shall then present themselves to the City Board of Examination, who shall report to the Board of Education at a regular meeting, as to the experience, scholarship, and general fitness of the nominees, recommending the six who in their judgment are best fitted for the vacancies, which six shall be deemed eligible for election by the Board.

Sec. 168. When a vacancy exists in the regular force of teachers, the Committee on Classification shall recommend for appointment by the Board of Education the member of the Substitute Class who, in the judgment of the Committee, is best qualified for the position, or who, by reason of any special fitness, may be most acceptable to the Principal; provided, that the Superintendent shall have certified to the Committee that the reports of Principals show that the teacher has proved successful in teaching and in discipline. Any substitute teacher failing to receive a favorable report shall be dropped from the roll of the class. Any teacher appointed in accordance with these provisions shall be conditionally appointed on trial for a period of one year, and shall be known as a probationary teacher.

Sec. 169. Reports on the success or failure of probationary teachers shall be made first every three months to the Superintendent by the Principals of schools in which they have been employed, and, finally, to the Committee on Qualifications of Teachers by the Superintendent.

If these reports be favorable, the Committee shall recommend the election of the probationary teacher as a regular teacher in this Department; but if, in any case, the reports be unfavorable, the probationary teacher cannot be elected a teacher in the Department, and may be dropped from the rolls at any time during the term of

Amendment to Sec. 169.

If finally elected, such teacher shall not be dismissed, except after a fair hearing, and only for violation of the rules of the Board of Education, or for incompetency, insubordination, profanity, intemperance, unprofessional or immoral conduct.

ranking the regular substitutes in the order of date.

Subdivisions 2 and 3 of this section refer only to class teachers in Grammar and Primary Schools.

Sec. 171. The San Francisco Normal School shall be restricted to one hundred pupils. None but graduates of our City High Schools shall be admitted unless the number of such graduates desiring admission falls below one hundred. In that case, graduates of other High

Schools accredited by the University of California shall be admitted up to the limit of one hundred without examination. Other candidates shall be admitted upon examination over the High School course, under the direction of the Superintendent. If the number of High School graduates desiring admission exceeds one hundred, they shall be admitted up to that number in the order of the rank gained in the High School.

COMPLAINTS AND CHARGES.

SEC. 172.—All complaints or charges against teachers or other employees of the School Department shall be in writing, filed with the Superintendent, and referred to the Committee on Rules. If the complaint or charge be deemed worthy of investigation by said Committee, a copy of the same shall be served upon the accused at least three days before the time of hearing fixed by it, together with notice to appear, either in person or by attorney, at the time and place fixed. After hearing all testimony produced, the Committee shall report the same to the Board, together with their recommendation. The Board shall then similarly notify the accused of the time and place of the hearing of said report, and of his or her right to appear and make any objection to the sufficiency of the report of the testimony given before the Committee, or the proceedings thereof.

Should the Board determine to investigate said complaint or charge in open meeting, without reference, a copy of the same shall then be served upon the accused, at least three days before the time of hearing fixed by

it, together with notice to appear before the Board at the time and place so fixed, either in person or by attorney, and of his or her right to testify, produce and examine witnesses in his or her own behalf, as well as cross-examine witnesses produced in support of the charges, and make any objections. At the time fixed for said hearing the Board shall proceed to hear all testimony produced in support of, and also against said complaint or charge, taking such action thereon as it may deem proper.

REPAIRS.

Sec. 173. Principals are authorized to have petty repairs made monthly not to cost more than nine dollars in buildings of eight or more classes, six dollars in schools of from four to eight classes, and three dollars in schools of four classes or less.

Each Principal shall keep an account of all such repairs, and shall, at the end of each month, file receipted bills for the same with the Secretary of the Board. The aggregate amount of such bills, if not more than the sums allowed, and if found correct, shall be approved in writing by the Chairman of the Committee on Buildings and Grounds, and paid to the Principal as soon after the first of the month as practicable.

Sec. 174. Any repairs which exceed the monthly allowance for labor and material must be applied for by the Principal by requisition, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Chairman of the Committee on Buildings and Grounds on such requisition. When the cost

of such repairs is not over ten dollars, the Chairman may, if he deems it advisable, order the work to be done; but if the cost of such repairs is more than ten dollars, and less than two hundred, bids for the same shall be passed upon by the Committee on Buildings and Grounds, and the work awarded to the lowest responsible bidder.

SEC. 175. Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings, yards and fences in repair, for which purpose the Committee on Buildings and Grounds is authorized to furnish to the schools such ordinary carpenter-tools and materials as may be needed. For such tools, janitors shall sign receipts and shall be responsible for any loss or damage thereto, ordinary wear and tear excepted.

MISCELLANEOUS.

SEC. 176. Graduating exercises, except of High Schools, must be held in public school buildings.

SEC. 177. School buildings must be used exclusively for public instruction.

SEC. 178. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school and the Superintendent shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

Sec. 179. Whenever permission is given by either the Board or the Committee on Rules for the holding of any fair, or other entertainment, by any school, it shall be with the express reservation that no raffle, lottery, or like game of chance shall be held thereat or in connection therewith.

Sec. 180. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

Sec. 181. No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

Sec. 182. The salaries of teachers, and other employees of the Board, shall begin at the time they respectively enter upon their duties.

Sec. 183. Whenever a flag is provided for school use, the Committee on Buildings and Grounds is authorized to order the erection of a suitable flag-staff on the school house or on the grounds.

Sec. 184. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books publications, or articles of any kind be advertised, distributed, or exhibited in schools, by teachers, pupils, or other persons.

Principals shall not allow book agents or solicitors of any kind to occupy their time or that of their assistants during school hours.

Sec. 185. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 186. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 187. Whenever a Grammar or Primary Class is composed of more than one grade, the grade of the teacher thereof, for the purpose of determining her salary under the salary schedule, shall be the grade of the majority of the pupils in the class.

SEC. 188. No windows of any school shall be painted, frosted, or stained except in rooms in which the window space of clear, unobstructed glass exceeds one-fourth of the floor space.

School-rooms in which the light is from one side shall be seated so that pupils shall sit with the light at their left. If a room is lighted from two adjacent sides, the seats shall be so placed that the windows shall be in the rear and at the left of the pupils. In rooms in which the windows are on opposite sides, teachers are instructed to light the room so far as possible from the left side of the pupils.

SEC. 189. All former rules of the Board of Education and all resolutions and orders that are in conflict with these rules, are hereby rescinded.

APPENDIX.

Extracts: State Law and Rules of State Board of Education.

(Penal Code.)

SEC. 19. Except in cases where a different punishment is prescribed by this Code, every offense declared to be a misdemeanor is punishable by imprisonment in a county jail not exceeding six months, or by a fine not exceeding five hundred dollars, or by both.

SEC. 176. Every willful omission to perform any duty enjoined by law upon any public officer, or person holding any public trust or employment, where no special provision shall have been made for the punishment of such delinquency, is punishable as a misdemeanor.

SEC. 308. Every person who sells or gives or furnishes in any way to another, who is in fact under the age of sixteen years, any tobacco, or preparation of tobacco, is guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine not exceeding one hundred dollars; *provided, however*, that this section shall not be deemed to apply to articles furnished on prescriptions from physicians authorized by law to practice medicine, nor to persons who supply such articles to their own children, nor to sales made to such minors upon the written consent of the parents or guardians of such

minors, first obtained in writing by the vendor. [Approved March 10, 1891.]

SEC. 654. Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence or hearing of a pupil thereof, is guilty of a misdemeanor.

SEC. 1683. Pupils must be admitted into the schools in the order in which they apply to be registered.

SEC. 1684. All pupils must comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of said schools.

SEC. 1685. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school, and habitual profanity and vulgarity good cause for suspension from school.

SEC. 1686. Any pupil who cuts, defaces, or otherwise injures any school-house, fences, or outbuildings thereof, is liable to suspension or expulsion; and on the complaint of the teacher or Trustees, the parents or guardians of such pupils shall be liable for all damages.

SEC. 1687. In all schools having more than two teachers, beginners shall be taught by teachers who have had at least two years' experience, or by Normal School graduates; and in cities such teachers shall rank, in point of salary, with those of the assistant teachers in the highest grade in the Grammar Schools; and in no case shall Boards of Education or Boards of School Trustees draw orders for the salary of any teacher in violation of this provision, nor shall any Superintendent draw any requisition for the salary of any teacher in violation thereof.

SEC. 1696. Every teacher in the public school must:

* * * * *

Third. Enforce the course of study, the use of the legally authorized text books, and the rules and regulations prescribed for schools.

Fourth. Hold pupils to a strict account for their conduct on the way to or from school, on the playgrounds, or during recess.

RULES OF STATE BOARD OF EDUCATION.

(As per Sec. 1521, Pol. Code.)

* * * * *

SEC. 7. It is expected that teachers will exercise a general inspection over the conduct of scholars going to and returning from school. They shall exert their influence to prevent all quarreling and disagreement, all rude and noisy behavior in the streets, all vulgar and profane language, all improper games, and all disrespect to citizens and strangers.

SEC. 8. * * * Teachers *shall be held responsible* for any want of *neatness or cleanliness* about their school premises. * * *

* * * * *

SEC. 11. Teachers are authorized to *require excuses* from the parents or guardians of pupils, either in person or by written note, in all cases of *absence* or *tardiness*, or of dismissal before the close of school.

SEC. 12. No person shall be allowed to retain connection with any public school, *unless furnished with books, slates, and other utensils* required to be used in the class to which he belongs; *provided*, that no pupil shall be

excluded for such cause, unless the parent or guardian shall have been furnished by the teacher with a list of books or articles needed, and one week shall have elapsed after such notice without the pupil obtaining said books. * * *

SEC. 13. Any pupil who shall in any way cut or otherwise injure any school house, or injure any fences, trees, or outbuildings belonging to any of the school estates, or shall write any profane or obscene language, or make any obscene pictures or characters on the school premises, shall be liable to suspension, expulsion, or other punishment, according to the nature of the offense. * * * All damage done to school property by any of the pupils shall be repaired at the expense of the party committing the trespass. * * *

* * * * *

SEC. 17. It shall be the duty of the teachers of the schools to read to the pupils, from time to time, so much of the school regulations as apply to them, that they may have a clear understanding of the rules by which they are governed.

SEC. 18. In all primary schools, exercises in free calisthenics and vocal and *breathing exercises* shall be given at least twice a day, and for a time not less than from three to five minutes for each exercise.

RULES FOR PUPILS.

2. Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence.

3. All pupils who have fallen behind their grades, by absence or irregularity of attendance, by indolence or inattention, shall be placed in the grade below, at the discretion of the teacher.

4. No pupil shall be permitted to leave school at recess, or at any other time before the regular hour for closing school, except in case of sickness, or on written request of parent or guardian.

5. Any scholar who shall be absent one week without giving notice to the teacher, shall lose all claim to his desk for the remainder of the term, and shall not be considered a member of the school.

6. Each scholar shall have a desk, and shall keep the same and the floor beneath in a neat and orderly manner.

INSTRUCTIONS TO TEACHERS.

1. Teachers will endeavor to make themselves acquainted with parents and guardians, in order to secure their aid and co-operation, and to better understand the temperaments, characteristics, and wants of the children.

2. Teachers shall daily examine the lessons of their various classes, and make such special preparations upon them, if necessary, as not to be constantly confined to the text-book. * * * In all their intercourse with their scholars they are required to strive to impress on their minds, both by precept and example, the great importance of continued efforts for improvement in morals, and manners, and deportment, as well as in useful learning.

3. Teachers should explain each new lesson assigned, if necessary, by familiar remarks and illustrations; that

every pupil may know, before he is sent to his seat, what he is expected to do at the next recitation, and how it is to be done.

4. Teachers should only use the text-book for occasional reference, and should not permit it to be taken to the recitation, to be referred to by the pupils, except in cases of such exercises as absolutely require it. They should assign many questions of their own preparing, involving an application of what the pupils have learned to the business of life.

5. * * * They should never proceed with the recitation without the attention of the whole class, nor go round the class with recitations always in the same order or in regular rotation.

1702. It shall be the duty of all teachers to endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, and patriotism; to teach them to avoid idleness, profanity, and falsehood; and to instruct them in the principles of a free government, and to train them up to a true comprehension of the rights, duties, and dignity of American citizenship.

1791. Each City Board of Examination has power:

* * * * *

Fourth.—For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the City Board of Education the revocation of any certificates previously granted by said Board of Education in such city, or city and county.

1793. * * * The holders of city certificates are eligible to teach in the cities in which such certificates were granted, in schools of grades corresponding to the grades of such certificates, and when elected shall be dis-

missed only for insubordination or other causes, as mentioned in section seventeen hundred and ninety-one of this Act, duly ascertained and approved by the Board of Education of said cities.

* * * * *

1867. Any parent, guardian, or other person who shall insult or abuse any teacher in the presence of the school shall be guilty of a misdemeanor, and be liable to a fine of not less than ten nor exceeding one hundred dollars.

1868. Any person who shall willfully disturb any public school, or any public school meeting, shall be guilty of a misdemeanor, and liable to a fine of not less than ten nor more than one hundred dollars.

An Act to Encourage and Provide for a General Vaccination in the State of California.

(Acts 1889, Chap. 24, P. 321.)

Section 1. The Trustees of the several common school districts in this State, and boards of common school government in the several cities and towns, are directed to exclude from the benefits of the common schools therein, any child or any person who has not been vaccinated, until such time when said child or person shall be successfully vaccinated; *provided*, that any practicing and licensed physician may certify that the child or person has used due diligence and cannot be vaccinated so as to produce a successful vaccination, whereupon such child or person shall be excepted from the operation of this Act.

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RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

Adopted June 9th, 1897.

SAN FRANCISCO:
H. S. CROCKER COMPANY, PRINTERS AND STATIONERS,
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RULES

OF THE

BOARD OF EDUCATION

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO.

Adopted June 9th, 1897.

STANDING COMMITTEES.

The President is *ex-officio* a member of all Standing Committees.

The Superintendent is *ex-officio* a member of the Committees on Elementary Education, Secondary Education, Evening Schools, Rules and Qualifications of Teachers.

BUILDINGS AND GROUNDS—BURNS and DRUCKER.

ELEMENTARY EDUCATION—DERHAM, CAREW, BURNS, GALLAGHER and RAGAN.

EVENING SCHOOLS—RAGAN, DERHAM, WALLER, GALLAGHER and HAMMOND.

FINANCE—WALLER, BURNS and ARMER.

HEALTH AND HYGIENE—WALLER, DRUCKER and BURNS.

JANITORS—GALLAGHER, BURNS and DRUCKER.

JUDICIARY—HAMMOND, HEAD and WALLER.

PRINTING—GALLAGHER, ARMER and HEAD.

QUALIFICATIONS—ARMER, BANTEL and HAMMOND.

RULES—DRUCKER, ARMER and RAGAN.

SALARIES—HEAD, DERHAM and BANTEL.

SECONDARY EDUCATION — GALLAGHER, CAREW, RAGAN, DRUCKER and WALLER.

SUPPLIES—BANTEL, CAREW and HEAD.

VISITING—CAREW, HAMMOND and RAGAN.

CITY BOARD OF EXAMINATION.

Superintendent R. H. WEBSTER,

JAS. T. HAMILTON, JAS. H. SIMMONS,

MISS SOPHIE A. GROTE, MISS P. M. NOLAN.

MISS P. M. NOLAN, Secretary.

RULES

OF THE

BOARD OF EDUCATION.

CITY AND COUNTY OF SAN FRANCISCO.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To appoint in the month of January of each year, all standing committees of the Board of Education, subject to its approval thereof.

Second—To preside at the meetings of the Board, and to preserve order and decorum.

Third—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

Fourth—To order a vote of the Board to be taken by a call of the yeas and nays, at the request of any member.

Fifth—To appoint all special committees of the Board unless such appointments be otherwise provided for.

Sixth—To be, *ex officio*, a member of all standing committees.

Seventh—To suspend any or all schools or classes when deemed necessary or advisable, and to submit such action to the Board for its approval at the earliest opportunity.

Eighth—To excuse for a period not exceeding one day, any principal, teacher or class, when advisable for the interest of the department.

Ninth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Tenth—To exercise a general supervision over, and keep himself informed as to the needs of, the School Department, and to make such recommendations to the Board and committees, from time to time, as will, in his opinion, promote the welfare of the schools.

Eleventh—To authenticate by his signature, jointly with the Secretary, all teachers' certificates, diplomas, contracts, leases, and other legal documents, which require execution in the name of the Board.

Twelfth—To approve the official bonds of employees.

Meetings.

SEC. 4. The regular meetings of the Board shall be held on the second and last Wednesdays of each month.

SEC. 5. The hour for opening the sessions of the Board shall be eight o'clock P. M., if a quorum be present. If a quorum be not obtained, the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

SEC. 6. Special meetings may be called by the President, whenever in his judgment the needs of the Department require them.

SEC. 7. Special meetings shall be called by the President on the written request of any three members of the Board, stating the object of said meetings.

SEC. 8. No special meeting shall be called on a shorter notice than twenty-four hours.

SEC. 9. No business shall be transacted at any special meeting other than that for which it is called.

Quorum.

SEC. 10. Seven members of the Board shall constitute a quorum, and that number shall be necessary for the transaction of any business.

Rules of Order.

SEC. 11. The rules of order governing this Board shall be "Roberts' Rules of Order."

SEC. 12. No measure or proposition shall be valid unless it be passed by seven votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 13. All motions, resolutions, orders, and votes of the Board involving the disbursement of money shall be taken by yeas and nays, and the votes registered.

SEC. 14. No member shall speak more than twice on the same subject without leave of the Board.

SEC. 15. A reconsideration can be had only at the same meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken, at any time before adjournment.

SEC. 16. Any rules adopted by the Board may be amended or repealed by the affirmative vote of seven members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 17. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

Order of Business.

SEC. 18. The following shall be the order of business at all regular meetings of the Board:

1. Roll call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.

Standing Committees.

SEC. 19. The Standing Committees shall be as follows, and each committee shall consist of not less than three members:

1. Finance.
2. Elementary Education.
3. Secondary Education.
4. Evening Schools.
5. Rules and Discipline.
6. Qualifications of Teachers.
7. Buildings and Grounds.
8. Salaries.
9. Supplies.
10. Judiciary.
11. Printing.
12. Janitors.
13. Visiting.
14. Health and Hygiene.

SEC. 20. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 21. All committee meetings shall be held at the rooms of the Board of Education, and a record of the proceedings thereof shall be kept by the secretary of the Board, if requested, who shall be *ex officio* the Clerk of each committee.

Finance.

SEC. 22. It shall be the duty of the Committee on Finance:

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents, and water, and bills presented under written contract with the Board, to be sworn to by the parties who performed the work or furnished the things to be paid for.

(3.) To examine semi-annually, in the months of July and January, the accounts of the Secretary of the Board, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board, at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the

City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks, and other employees of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the condition of the funds under the control of the Standing Committees.

(7.) To exercise a general supervision and control over the expenditures of the School Department; to see that the school funds are properly and economically disbursed, and that no bills are contracted by any person or committee which are not in accordance with law and for the best interests of the schools, and to attend to such other financial matters as may, from time to time, be referred to it by the Board, or that it may deem necessary; *provided*, that all rulings or orders of the Finance Committee shall be subject to appeal to the Board.

Elementary Education.

SEC. 23. It shall be the duty of the Committee on Elementary Education, and it shall have power:

(1.) To supervise the examination and promotion of classes of the Primary and Grammar Schools, and determine their classification.

(2.) To recommend to the Board for its adoption the Course of Study to be pursued in these schools, and, from time to time, to recommend such changes therein as may be deemed desirable.

(3.) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4.) To recommend to the Board the adoption of such text books as may be required by the Course of Study.

(5.) To determine the rank of assistant teachers in these schools, and to recommend to the Board their promotion from one grade to another.

(6.) To report to the Board, from time to time, the number of substitute teachers that may be needed in these schools, and to recommend the appointment of competent persons to fill such vacancies.

(7.) To recommend the transfer of teachers from one school to another, provided, however, that no teacher shall be transferred from a Grammar grade to a Primary grade without his or her consent.

(8.) To consider charges of incompetency made against principals or teachers in these schools.

(9.) To attend to such other matters as may be referred to it by the Board.

Secondary Education.

SEC. 24. It shall be the duty of the Committee on Secondary Education, and it shall have power:—

(1.) To exercise general supervision over the High Schools, Normal Schools, Technical Schools, Commercial Schools, and classes of special instruction in the schools of the Department.

(2.) To determine the classification of such schools, and the promotion of classes.

(3.) To determine the rank of teachers, and to consider all propositions to transfer teachers in such schools and classes.

(4.) To consider charges of incompetency made against principals or teachers in such schools or classes.

(5.) To recommend to the Board for adoption the Course of Study to be pursued in such schools and classes, and to recommend the adoption of such text books as may be required by such Course of Study.

(6.) To report to the Board whenever teachers may be needed in such schools or classes, and to recommend the appointment of competent persons for such positions.

(7.) To recommend to the Board, whenever necessary, the establishment, extension and modification of such schools or classes; and to attend to such other matters as may be referred to it by the Board.

Evening Schools.

SEC. 25. It shall be the duty and power of the Committee on Evening Schools:

(1.) To exercise general supervision over the evening schools, and make all necessary arrange-

ments in relation to the formation, extension and welfare of these schools.

(2.) To take charge of all matters pertaining to the classification, instruction and discipline of the evening schools.

(3.) To report to the Board whenever teachers may be needed in these schools, and to recommend the appointment of competent persons for such positions.

(4.) To visit these schools as often as possible, and report to the Board the registration of pupils, the character of attendance, and such other information, as may furnish the Board with a correct idea of the condition of these schools.

(5.) To recommend to the Board for adoption the Course of Study to be pursued in these schools, and to recommend such text books as may be required by such Course of Study.

Rules and Discipline.

SEC. 26. It shall be the duty of the Committee on Rules, and it shall have power—

(1.) To examine every proposition presented to the Board for the repeal or the amendment of any of the rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, or by the Superintendent.

(4.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employee of the Department, and report the same to the Board at its next regular meeting.

(5.) To investigate all cases of suspension of pupils from the schools reported to it, by the Superintendent, or by principals. The action of the committee shall be final, *provided*, that if, in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(6.) To grant to teachers permission to be absent, or excuses, for absence, for a period not exceeding one month.

(7.) To consider all applications from teachers for leave of absence, and to report the same to the Board for its action.

(8.) To transfer pupils from one school to another when good reasons exist for so doing.

(9.) To attend to such other matters as may be referred to it by the Board.

Qualifications of Teachers.

SEC. 27. The Committee on Qualifications of Teachers shall have power, and it shall be its duty—

(1.) To take under consideration all recommendations of the City Board of Examination, and make report on same at the next regular meeting.

(2.) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3.) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and to report thereon, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

Buildings and Grounds.

SEC. 28. The Committee on Buildings and Grounds shall have power, and it shall be its duty—

(1.) To exercise general supervision over the buildings and grounds of the Department.

(2.) To supervise all repairs of school property.

(3.) To report to the Board, for action, all information regarding the location, erection, and alteration of school buildings, and the repairs thereof, when called for by vote of the Board; and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, the character of the work and the cost thereof.

(4.) To report, in writing, during the month of April in each year, the condition of all school property.

(5.) To require the Secretary of the Board, in the month of May in each year, to advertise, for two weeks, in one daily paper of general circulation, published in San Francisco—to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other materials may be required in the

Carpenters' Department during the succeeding fiscal year.

(6.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in one daily paper of general circulation—to be designated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(7.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(8.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(9.) To perform such other duties as may be assigned to it by the Board.

(9*a*.) To erect on the premises or school building of each school, and maintain in good repair, a flagstaff with halyards.

(10.) To perform such other duties as may be assigned to it by the Board.

Salaries.

SEC. 29. The Committee on Salaries shall have power, and it shall be its duty—

(1.) To prepare and report annually in the month of May, a schedule of salaries for the ensuing fiscal year for the teachers and other employees of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employee of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matters connected with salaries of employees that may be referred to it by the Board.

Judiciary.

SEC. 30. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

Supplies.

SEC. 31. It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(1.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, and the character of the work done.

(2.) To recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary, including standard flags of the Republic of the United States,

to be displayed from public school buildings under the provisions of Section 134 of these Rules and Regulations.

(3.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks in one daily paper of general circulation, to be designated by the committee, for sealed proposals for supplies for the School Department under its supervision.

(4.) To supervise the use of the supplies by the various schools and employees; and to adopt such measures as will tend to proper economy.

(5.) To keep an account of the supplies and apparatus furnished to each school and to apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(6.) To perform such other duties as may be assigned to it by the Board.

Printing.

SEC. 32. It shall be the duty of the Committee on Printing, and it shall have power—

(1.) To supervise all printing required by the Department, and to see that all blanks and forms accord with the latest regulations, and with the directions of the Superintendent, and to see that all printing required by this Department is done in union printing offices.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two

weeks, in one daily paper having a general circulation, to be designated by the committee, for sealed proposals for printing blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year, and to specify therein that bids from union printing offices only will be received.

Janitors.

SEC. 33. It shall be the duty of the Committee on Janitors, and it shall have power—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all charges of delinquency or neglect of duty on the part of janitors, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

Visiting.

SEC. 34. It shall be the duty of the Visiting Committee to visit the schools of the Department from time to time, and to make such written reports to the Board as may be deemed necessary.

Health and Hygiene.

SEC. 35. The Committee on School Hygiene shall have power, and it shall be its duty—

(1.) To exercise general supervision over all matters pertaining to sanitary measures in the schools of the Department.

(2.) To make special provisions for the proper conduct of the necessary hygienic requirements, and to employ such measures as, in its judgment, become necessary for the maintainance of the health and comfort of the children and teachers of the Department. These duties include the proper heating and ventilating of the school rooms; the proper plumbing on the school premises, the proper care of school yards, toilet, etc. The avoidance of overcrowding classrooms. The promotion of physical culture, and the investigation into cases of such diseases as would prove endemic and epidemic among school children.

(3.) To act in conjunction with the Health Department of this city, where the interests are mutual, and to lend assistance to, and invoke assistance of, the duly accredited health officials of the City and County of San Francisco in the maintainance of the standard of public health requirements as applied to public buildings.

(4.) To report to the President of the Board of Education, for his action, in such matters as would involve the closing of a class or class-rooms.

(5.) To report regularly, at each meeting, the result of the work done by the committee in the interim between meetings.

(6.) To attend to such other matters in this line as are intrusted to it by the Board.

General Rules.

SEC. 36. All orders or circulars to principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Superintendent of the Board, after authorization by a vote of a committee or of the Board.

Proposals for Work.

SEC. 37. All bids and proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting, and said bids shall be immediately signed by the President of the Board, and the chairman of the proper committee.

Incurring Expense.

SEC. 38. No Director shall incur any expense against the Department unless authorized by the Board, and no committee shall incur an expense for an amount in excess of $50.00, except in cases of urgent necessity, when the amount may be increased to $100.00, with the consent of the Committee on Finance.

Superintendent of Common Schools.

SEC. 39. The Superintendent shall have power, and it shall be his duty—

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and supervise teachers' record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in which their defects may be remedied and their efficiency promoted.

(4.) To enforce the rules of the School Department, and see that the orders of the Board are promptly executed.

(5.) To recommend to the Board such measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employee of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms of all blanks, cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent and Principals of Schools.

(11.) To be *ex officio* a member of the Committees on Elementary Education, Secondary Education, Evening Schools, Rules and Qualifications of Teachers, without the right to vote in such committees.

(12.) To investigate all cases of suspension of pupils from the schools; and, in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) When directed by the Board, or the proper committee thereof, he shall examine any Primary, Intermediate or Grammar School in the subjects prescribed in the Course of Study, and shall report to the Board to which class, in his opinion, such school shall be assigned.

(14.) When required by the proper committees of the Board, he shall examine classes and promote pupils from grade to grade.

(15.) To report monthly, in writing, to the Board, the schools examined by the Deputy Superintendent; designating the classes so examined by their teachers and grades, and stating the subjects in which each was examined, with detailed results of such examinations. He shall keep these reports, together with all reports of Principals, on file in his office for the inspection of the Board and the committees thereof.

(16.) To make an annual report at the close of the fiscal year showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(17.) To visit each school and each class at least once during each school year.

(18.) To keep regular office hours, other than school hours.

(19.) To attend to such other matters as may, from time to time, be referred to him by the Board.

Deputy Superintendent of Common Schools.

SEC. 40. It shall be the duty of the Deputy Superintendent—

(1.) To act under the direction of the Superintendent and the Board of Education, and, in the absence of the Superintendent, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office, and to attend each regular and special meeting of the Board.

(3.) To visit the schools and the classes of the Department, and, by frequent examination, to ascertain their condition, and report such examinations and their results, in detail, to the Superintendent, who shall submit such report to the Board, as provided in subdivision 15 of Sec. 39 of these rules.

(4.) To observe carefully the methods of instruction and discipline pursued by teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals

and teachers, and the condition of the classes visited and examined by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

(6.) To attend to such other business as may be referred to him by the Superintendent or the Board.

Secretary of the Board of Education.

SEC. 41. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the city and county all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions, and documents, which are to be sent to members of the Board, to the chairmen of committees, to Principals, to teachers and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board, in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13.) To superintend, under the direction of the Board, the Assistant Secretaries, Stenographer, and other attaches of the office of the Board of Education, and to report to the Board any delinquency on their part.

Inspector of Buildings.

SEC. 42. An Inspector of Buildings shall be elected by the Board of Education, who shall hold his position during the pleasure of the Board. He shall be immediately responsible to, and subject to the control of, the Committee on Buildings and Grounds.

SEC. 43. The Inspector of Buildings shall furnish a bond, in the sum of $5,000, for the faithful performance of his duty. His salary shall be fixed by the Board of Education.

SEC. 44. It shall be the duty of the Inspector of Buildings—

(1.) To keep at his office books for the registering of all requisitions, which, except in cases of extreme urgency, shall be honored in the order of their reception, and he shall not permit such books to be taken from his office, except by order of the Board.

(2.) To present all requisitions and estimates for repairs to the Committee on Buildings and Grounds; and no such requisition shall be considered without the signature of the chairman thereof.

(3.) To file with the Secretary of the Board of Education duplicate bills of all repairs made.

(4.) To see that all employees of the Department, under his supervision, perform their duties faithfully, and he shall immediately report to the Board all delinquencies or infractions of the rules on the part of such employees.

(5.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(6.) The office of the Inspector of Buildings shall be in the storeroom of the Board of Education.

Storekeeper.

SEC. 45. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

He shall be subject to the direction of the Committee on Supplies.

It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Secretary of the Board of Education, within forty-eight hours after the receipt of the goods. He shall retain in his office the original bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the specifications and samples, rejecting any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock book, in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, with cost thereof, and also all articles returned by the schools.

(9.) To deliver any supplies for the use of any school only upon a requisition presented to him, properly drawn and signed by the Principal of the school and countersigned by the chairman of the Committee on Supplies.

(10.) To deliver supplies for use in the office of the Board of Education only upon requisition presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name of each article delivered; sending the original receipt to the Secretary of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(13.) He shall furnish a bond in the sum of $5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

PUBLIC SCHOOLS.

SEC. 46. The schools of the Department are classed as Primary, Grammar, Evening and High.

SEC. 47. Evening schools shall be classified the same as day schools.

SEC. 48. All schools in which the daily average attendance does not exceed 100 pupils shall be specially graded by the proper committee.

SEC. 49. (1.) Primary Schools are such as contain primary grades only, namely, the first, second, third and fourth grades, and shall be of three classes.

(2.) Primary Schools of the third class are such as contain not less than 100 or more than 400 pupils in average daily attendance.

(3.) Primary Schools of the second class are such as contain not less than 400 or more than 650 pupils in average daily attendance.

(4.) Primary Schools of the first class are such as contain more than 650 pupils in average daily attendance.

(5.) Schools that contain, in addition to the Primary grades, not less than 100 or more than 200 Grammar pupils in average daily attendance shall be known as Intermediate Grammar Schools, provided,

however, that said schools must have a total daily average attendance of at least 450 pupils.

(6.) Grammar Schools are such as contain the fifth, sixth, seventh and eighth grades, and shall be of two classes.

(7.) Grammar Schools of the second class are such as contain, in the Grammar grades, not less than 200 or more than 400 Grammar pupils in average daily attendance, and a total average daily attendance of at least 550 pupils.

(8.) Grammar Schools of the first class are such as contain not less than 400 Grammar pupils in average daily attendance, and a total average daily attendance of at least 600 pupils.

(9.) No school shall be a Grammar school of either the first or second class unless all the Grammar grades are represented.

SEC. 50. No school shall be advanced from one grade to another unless it shall have had a daily average attendance of fifty pupils more than the requisite number for at least one year.

SEC. 51. Whenever, from the report of a Principal, a change in the grade of the school becomes necessary, it shall be the duty of the proper committee to order a thorough examination of such school, and report the results of such examination, when made, to the Board of Education, and, if in the judgment of the Board, it appears that the conditions prescribed by these rules exist, then the Board shall declare the grade of said school.

SEC. 52. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 53. The first term of the public schools shall begin on the first Monday of August, and end on the Friday next preceding Christmas. The second term shall begin on the Monday following the first day of January, and end on the third Friday of June. There shall be a vacation during the third week in March and fourth week in October.

SEC. 54. (1.) There shall be no school on Saturdays, Sundays, or any legal holiday, except election day. The following days shall be observed as holidays: Christmas, New Year's, Washington's Birthday, Lincoln's Birthday, 1st of May, Memorial Day, the Fourth of July, Admission Day, State Labor Day, Thanksgiving Day and the day following. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday.

(2.) Appropriate exercises, not to exceed forty-five minutes in duration, shall be held on the last school day preceding each holiday, and on Lincoln and Bunker Hill Days.

SEC. 55. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock and end at 12. At 10:30 study and recitation in the Primary and Grammar grades shall cease for a period of twenty minutes and pupils be marched to the yards for recess; said twenty minutes shall include the time necessary for leaving and returning to rooms, and all preparations and exercises incidental thereto. The afternoon session shall begin at 12 M. and end at 3 P. M. except that in Primary grades the afternoon session shall close at 2:30. There shall be a cessation of study and recitation

from 12 to 1. Calisthenic exercises of five minutes each shall be given at 10 A. M. and in the middle of the afternoon. Lines must be formed in yards at ten minutes before 9 A. M. and ten minutes before 1 P. M. All pupils must be present at line formation.

The sessions of the Polytechnic High School shall be from 9 A. M. to 12 M., and from 1 to 3:15 P. M.; the industrial department to continue until 4:00 P. M.

SEC. 56. The school yards shall be open at half past eight. In inclement weather class rooms shall be open at 8:35. On very rainy days recesses and the noon intermission may be shortened at the discretion of the Principal, and school may be dismissed whenever the prescribed time for the school sessions shall have been completed.

SEC. 57. Each Primary School shall be taught by a Principal and such assistants as may be necessary; but in schools having eight classes or more, the Principal shall not be required to teach a class.

SEC. 58. Primary Schools of the first class shall be entitled to a Vice-Principal.

SEC. 59. (1.) All Intermediate Grammar, Grammar and High Schools shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed.

(2.) Grammar Schools of the first class shall be instructed by a Principal, two Vice-Principals, and such assistants as may be needed.

DUTIES OF PRINCIPALS.

SEC. 60. It is the duty of Principals—

(1.) To observe and enforce the rules of the Board, and to report to the Secretary of the Board,

who shall immediately notify the President, any willful violation thereof by their assistant teachers or janitors.

(2.) To carry into effect the course of study and the general directions of the Superintendent, and of the Board of Education.

(3.) To visit each class frequently, and to aid assistants by suggestions and by practical illustrations of methods of teaching.

(4.) They shall support teachers in every possible manner, and shall assist them in maintaining discipline.

(5.) To see that the fire-drill is practiced in their schools at least twice a month, and make a report thereof to the Secretary of Board.

(6.) In all schools of three or more classes, to call a meeting of assistants after school hours on the first Tuesday of each school month for the discussion of methods of instruction and discipline; on which day Principals are authorized to dismiss their classes at 2:30 P. M. Principals must not hold teachers' meetings at any other time.

(7.) To send to the Secretary of the Board monthly reports of the attendance of their schools on the Monday following the last day in each school month, on blanks furnished by the Superintendent.

(8.) To make a written report to the Secretary of the Board of Education on the 25th day of June of each year, as to the efficiency and success of the teachers in their schools. To make a similar report on the 20th day of December as to any new teachers not embraced in June report, and as to any

marked change in any teacher reported upon therein. Such reports shall be submitted to the Committee having charge of such school. When a Principal reports adversely on a teacher, the committee having charge of the class of schools to which said teacher belongs shall be authorized to arrange a transfer to another school. If the second Principal reports adversely, the committee shall be authorized to place the teacher on trial, in accordance with the rules of the Board of Education.

(9.) To report to the Rules Committee, for their approval or rejection, any rule that they may find it necessary to make in their individual school.

SEC. 61. Principals shall send to the office of the Superintendent, at the close of the last school day of each month, a report embodying a record of the attendance and absence of themselves and assistants for the current month, giving the exact time and date and the reasons for said absence. Principals who fail to make these reports before the first day of the following month, or who fail to present on or before the day specified for such presentation, the other reports required by these Rules, or by circulars issued from the office of the Superintendent, shall forfeit five dollars of their salary.

SEC. 62. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked, numbered, distributed and returned.

SEC. 63. Principals shall be responsible for the general discipline and management of their schools. They shall be at their schools not later than 8:30 A. M., and shall be considered as tardy, and marked

as such, if not at their offices on or before that time. They shall exercise close supervision in their school yards, giving all necessary support to their Vice-Principals and assistants. They shall not leave the building during school hours, nor for fifteen minutes after dismissal.

SEC. 64. Principals shall take charge of the yard at half past eight and during the morning recess and noon intermission, provided that in schools having two yards and no Vice-Principal, and in Primary Schools of the first class the committee having charge of such schools shall designate a teacher to take charge of one of the yards, and such teacher shall receive $15 per month extra compensation. In schools where there is but one Vice-Principal, the Principal shall take charge of one of the yards. In schools where there are two Vice-Principals they shall take charge of the yards designated by Principal. Teachers on yard duty shall be marked as tardy if not in yard at 8:20 A. M., and must devote the entire noon intermission to such duty.

SEC. 65. Principals must at all times address their assistants in a courteous manner, and under no circumstances must they reprimand or criticise the teacher in the presence of the pupils.

SEC. 66. Principals are authorized to hold public exhibitions or public oral examinations during any day of the last month of the school year.

SEC. 67. Within two weeks after the opening of school in each term, the Principal of each school must make a report to the Secretary of the Board of Education, who shall report to the committee having charge of such schools, of the grade of class

assigned to each teacher, and the number of pupils in each class.

SEC. 68. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class room.

SEC. 69. Principals must arrange exchanges of classes and teachers, so that instruction may be given in vocal music.

SEC. 70. At the close of each school month Principals must report to the Secretary of the Board, who shall report to the committee having charge of said substitutes, on official blanks, concerning the success or failure of substitute teachers who have taught for at least five consecutive days in their schools.

SEC. 71. (1.) The senior Vice-Principal shall have charge of the school during the ~~temporary~~ absence of the Principal, without additional compensation unless

(2.) In schools having no Vice-Principal, the senior teacher of the highest class shall have charge of the school during the temporary absence of the Principal, without additional compensation, unless the absence exceeds the period of one calendar month.

(3.) During the absence of a Vice-Principal, the Principal shall designate the senior teacher of the highest grade to fill the position, without additional compensation.

(4.) Vice-Principals of Grammar Schools shall teach the classes of highest grade in their respective schools.

(5.) Vice-Principals shall have charge of, and be responsible for, the discipline and good order in and about the yards and buildings.

xceeds the period of 1 calendar month.

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CLASSIFICATION.

SEC. 72. At the beginning of the school terms, in January and August, Principals shall classify their schools, assigning teachers to the classes for which they consider them best fitted. Such assignments shall be subject to the approval of the committee having charge of such schools; and, when once made, shall not be changed by the Principal, unless the cause of the proposed change has been stated in writing to the Secretary of the Board, and the same approved by the committee having charge of such schools.

SEC. 73. Principals shall semi-annually so assign teachers to class rooms that they shall alternate in the occupancy of desirable and undesirable rooms; such change shall be made under the supervision of the committee having charge of such schools.

SEC. 74. First grade classes shall consist, at the beginning of the school year, in August, of forty pupils each. Whenever the average daily attendance shall fall below thirty-five, or exceed forty-five, the Superintendent shall report the fact to the proper committee, and if, in his judgment, it is advisable, shall recommend a plan for consolidation, or the formation of a new class. Other Primary and Grammar classes shall consist of at least fifty pupils, and the Superintendent shall likewise report when the average daily attendance falls below forty or exceeds fifty, and when the average daily attendance falls below forty, the proper committee may direct the consolidation of classes in such school. Whenever

such attendance exceeds fifty the committee may recommend the formation of a new class. In schools having less than four classes these numbers may be modified to meet the needs of classification.

SEC. 75. In High Schools, a full Junior or sub-Junior class shall consist of at least forty pupils, and a full Middle or Senior class of at least thirty-five pupils. When the average daily attendance falls below these numbers the Committee on Secondary Education may direct a consolidation of classes in such schools; and when the attendance in such classes exceeds the number specified, said committee may direct the formation of new classes.

SUBSTITUTES.

SEC. 76. The regular Elementary Substitute Class shall consist of thirty teachers, who shall report for duty daily, and shall be paid such compensation as may be allowed by the Board of Education. When their services are not otherwise required, they shall be assigned to the different schools, to be trained in methods of instruction and management. The Evening Substitute Class shall consist of eight teachers under pay, who shall report for duty nightly.

The number and compensation of the teachers of the Secondary Class shall be as mentioned in Sec. 173 of these rules.

SEC. 77. Whenever a regular teacher is absent, the Principal must immediately call for a substitute, unless previously notified that the teacher will be

present before 9:30. Principals may call for a substitute for the morning or for the afternoon session, or for both. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the session, and the teacher shall forfeit pay for half a day. The proper committee shall have charge of the assignment of substitutes.

SEC. 78. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school shall remain at the school for the session, and the teacher shall forfeit pay for half a day.

SEC. 79. Substitutes are required to make themselves familiar with the course of study so that they may know the work of every grade for every quarter of the school year.

SEC. 80. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principal, shall be presented at the office of the Secretary on the last school day of each calendar month.

STUDENT TEACHERS.

SEC. 81. Principals shall report monthly to the Superintendent on official blanks, as to the success or failure of student teachers assigned from the San Francisco Normal School.

SEC. 82. As student teachers are sent out to be trained in methods of instruction and management,

Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 83. Student teachers from the San Francisco Normal School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with Principal of the Normal School, provided, that not more than one student teacher be assigned to a school at one time.

DISCIPLINE.

SEC. 84. Teachers must co-operate with their Principals in the management of their pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls and on school grounds. Teachers must be at the station to which they have been assigned in halls, yards and on stairways, promptly at the time specified by Principals for such duty.

SEC. 85. Every teacher is hereby especially empowered and enjoined to command order, on or about the school premises, on the part of every pupil connected with the public schools.

SEC. 86. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language towards pupils or parents, are expressly forbidden.

SEC. 87. Principals shall report the names and residences of habitual truants to the Truant Officer whenever the case requires his assistance.

SEC. 88. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 89. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused, or insulted any teachers, before their classes, or on school premises, or by letter, shall be liable to suspension or expulsion.

CORPORAL PUNISHMENT.

SEC. 90. Corporal punishment shall not be administered in the High Schools, nor upon girls, in any of the schools of the Department. Such punishment must be administered by Principals, by Vice-Principals having charge of boys' yards, or by teachers of Primary classes, with consent of Principals, and shall only be resorted to in extreme cases, when other means fail to maintain obedience. No excessive, cruel or unusual punishment shall be allowed. Corporal punishment shall consist of the application of a strap.

SEC. 91. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

SUSPENSION AND EXPULSION.

SEC. 92. A pupil is suspended when, because of his misconduct, he is deprived of school privileges for a stated or indefinite time, or pending action by the Superintendent, the Committee on Rules, or the Board of Education.

No suspended pupil shall be reinstated until the Principal and the class teacher shall have been heard in regard to the case.

SEC. 93. (1.) Principals may suspend pupils absolutely for a period not exceeding one week, or for a longer time, until the Superintendent can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case, or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. The address of parent or guardian must be written on suspension notice to Superintendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason thereof.

end—Work must be assigned to a pupil about to be suspended equal to that which may be accomplis by the class of which he is a member during his

(2.) Pupils shall not be allowed to remain in any school room, the teacher being absent, except by special permission of the Principal.

SEC. 94. Pupils shall be expelled only by vote of the Board. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school.

DUTIES OF TEACHERS.

SEC. 95. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal. Preparation for dismissal must not be made till five minutes of the hour set for the same.

SEC. 96. Teachers, first having recorded the time of their arrival in the "time book," must be in their class rooms fifteen minutes before 9 o'clock (and ten minutes earlier if the weather be inclement).

Principals must take possession of the "time book" at 8:45 (or ten minutes earlier in inclement weather). All teachers whose time is not then recorded must be marked as tardy by Principals.

Teachers leaving the premises for lunch must return at 12:50, or be marked as tardy by the Principal.

If a teacher be tardy at his or her post of duty, the Principal shall report such tardiness to the Secretary, and for each tardiness 50 cents shall be deducted from the salary warrant of said teacher.

SEC. 97. Teachers must not leave the school until all of the pupils of their class have left the building.

SEC. 98. Teachers must enforce this law of the State of California: "Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." Written requests from parents are necessary to secure permission to be dismissed before the close of school exercises. In case of tardiness, a note of excuse must be presented not later than the following morning.

SEC. 99. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from time to time, and prevent their defacement or wanton destruction.

SEC. 100. Principals and teachers must not give instruction for pay, or any other compensation, to pupils of their schools or classes, nor shall such instruction be given in any building or room belonging to the Public School Department.

SEC. 101. Each assistant teaching a class above the second grade shall keep as permanent record a "Class Record Book" showing the standing and deportment of each pupil. These record books must be deposited with the Principal at close of school year. Teachers of the Grammar and High School classes shall send, once a month, reports, in required form, to parents and guardians. Teachers of Primary grades above the second shall send such reports before each vacation unless the unsatisfactory work

and deportment of a pupil compel a more frequent report. These reports, properly signed by parents or guardians, must be returned by pupils on the morning following the day of their issuance. No work, whatever, pertaining to the making of these reports, or to the compilation of any school records, shall be done during teaching hours.

SEC. 102. Each assistant teacher must keep a "State Register," in the required form, including the name, age and residence of each pupil, together with the name of the parent or guardian. No work, whatever, on the "State Register" shall be done during school hours, except registration of pupils as herein prescribed and the marking of absence or tardiness.

SEC. 103. The teacher of each class must prepare a programme of daily exercises, a copy of which shall be kept posted conspicuously in the school room, and another in the State Register. For purposes of recitation, pupils in first and second grade classes shall be divided into at least three divisions, and in all other classes of Primary and Grammar Schools into at least two divisions.

SEC. 104. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess, and at every change of lessons, they shall open doors and windows, so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air.

Teachers must not allow coal to be put into stoves or furnaces after 1 o'clock. During the season in which fires are required in schools, teachers must endeavor to keep their rooms at a temperature of 65 degrees.

SEC. 105. Teachers are strictly forbidden to require their pupils to perform any menial services or to send them on private or personal errands, or to send them from their rooms on any errands whatever, during school hours, except to Principal's office. Teachers must not leave their rooms nor converse with each other during teaching hours except by permission of Principal.

MONITORS.

SEC. 106. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, with the power of punishment, or of reporting pupils for reprimand or punishment. This rule does not prohibit the appointment of pupils to take charge of hat rooms, and to distribute and collect slates, pencils, pens and paper. Janitors must not be required nor allowed to act as monitors.

SEC. 107. Teachers must not appoint pupils to examine and credit examination papers. This rule does not prohibit the interchange of papers among pupils of the class and the correction of such papers when the pupils have the right to appeal at once to the teacher.

ABSENCE OF TEACHERS.

SEC. 108. No teacher shall absent himself or herself from duty, except as hereinafter provided.

SEC. 109. Illness of a teacher of such a nature as to confine him or her to a room, or death of any member of a teacher's family, shall constitute a good excuse for absence from school; provided, however, that notice is sent to the Principal within three days. Said Principal must immediately, on receipt of such notice, notify the Secretary of the Board of Education, who in turn must transmit such notice to the Chairman of the Committee on Rules in time to be incorporated in the report of said committee at the next regular meeting of the Board.

SEC. 110. Principals when absent, by reason of any of the causes mentioned in Sec. 109, shall, within three days, notify the Secretary of the Board of Education, who will report as provided for cases of absence of class teachers.

SEC. 111. Principals or teachers desiring to be absent from duty for any cause, other than those mentioned in Sec. 109, shall previously notify the Committee on Rules in writing, and obtain permission for such absence. Any Principal or teacher who may be absent from duty for more than three days, except for the causes mentioned in Sec. 109 of these rules, without permission previously obtained in writing from the Committee on Rules, thereby forfeits his or her position in the Department.

SEC. 112. In any contemplated absence exceeding the period of one month, the Committee on Rules shall report the fact to the Board, which may, in its

discretion, grant a leave of absence for a period not exceeding one year. Any leave of absence granted for a period exceeding ninety days shall terminate at the beginning of the subsequent term.

SEC. 113. When a leave of absence has been granted a teacher or Principal for a period of more than three months, such teacher or Principal shall, upon reporting for duty, be placed on the Unassigned list, provided, however, that when teachers or Principals have served in this Department for a period of fifteen years they shall be entitled, after the expiration of a year's leave of absence, to return to their former position. Teachers returning from leave of absence of less than three months shall be entitled to their former class.

SEC. 114. Principals, may excuse the absence of teachers for less than one hour, for good cause, but the Principal, or some other teacher, or a student teacher, must take charge of the class.

Positions temporarily vacant through leave of absence shall be filled by a substitute teacher, or by an assignment, limited to the term of absence.

SEC. 115. A deduction of one-thirtieth shall be made for each day's absence, and one-sixth of this amount for each hour's absence, unless the absence be in accordance with the section which permits teachers to visit other schools.

SEC. 116. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Committee on School Hygiene, which committee shall determine when the teacher may return.

EXAMINATION AND PROMOTION.

SEC. 117. (1.) All regular promotion shall be made semi-annually in month of June and December of each year.

(2.) Principals may promote deserving pupils, and may put back incapable pupils, after consulting with class teachers, at any time during the year; provided, that maturity and physical development be carefully considered.

SEC. 118. (1.) Regular promotions shall, at this time be determined as follows:

(2.) First by the daily work of the pupil as observed and recorded by the teacher, together with the judgment of the Principal, the latter to be based on frequent observation of the classes, and such oral and written examinations as may be deemed necessary.

(3.) Formal examinations or written reviews, whether given by Principal or teachers, must not occupy more than one and a half hours per week.

(4.) Annually, under the supervision of the proper committee, the Superintendent and Deputy Superintendent shall examine all classes in the Department above the second grade.

HOME STUDY.

SEC. 119. (1.) Excessive Home Study shall not be permitted in the Primary and Grammar grades, nor shall the home work required in these grades consist of written exercises.

(2.) To pupils of the first and second grades no home work shall be assigned.

(3.) To pupils of the third, fourth and fifth grades, not more than one-half hour's study.

(4.) To pupils of the sixth, seventh and eighth, not more than one hour's home work shall be assigned.

SEC. 120. In High, Commercial or Normal Schools, the Principal must so direct the arrangement of the work that the total time required for Home study by the pupil of average ability shall not exceed two hours daily.

GENERAL RULES.

SEC. 121. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils, or any other school appliances.

SEC. 122. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 123. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 124. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless application for permission to do so be first made to the Committee on Rules, who may grant or deny the request, or refer it to the Board.

SEC. 125. Principals of Grammar and Primary Schools may visit other schools in the Department two days of each school term. While absent, their duties shall be performed by a Vice-Principal or an assistant without additional pay. Principals may permit or detail Vice-Principals or assistants to visit other public schools one day in each term, requiring written reports thereof. During their absence for this purpose a substitute teacher may be called if necessary. No more than one teacher in each school shall be allowed to visit on the same day. Principals of High Schools shall be allowed four days in each year to visit schools or the Universities, and their Vice-Principals and assistants shall be allowed one day in each year for like purpose.

JANITORS.

SEC. 126. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 127. (1.) All janitors receiving salaries of $40.00 per month and upwards shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, without per-

mission of the Principal. During vacation they shall visit and examine every room in their charge at least once a day.

(2.) Janitors whose salaries are less than $40.00 a month shall remain on the premises until 10 o'clock A. M., except in cases of urgent necessity, and shall report at 2 P. M.

SEC. 128. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, including basements and side-walks, furniture, stoves and gas stoves, yards and out-buildings, neat and clean, shall scrub the floors and chairs and clean the windows at least four times per year; shall build fires, open and close school buildings, and perform other reasonable duties ordered by Principals, from whom alone they must receive orders.

Janitors must not enter school rooms during teaching hours, except by direction from Principals. In inclement weather, they must replenish the coal supply, in rooms heated by stoves, during intermissions.

SEC. 129. Teachers shall see that school rooms are promptly vacated after school hours, giving opportunity to janitors to place the same in order.

SEC. 130. Janitors shall weigh all coal received at the schools, and shall report thereon to Principal. Certificates of these weights shall be signed by the Principals, and sent by them to the Secretary of the Board of Education, who shall make a record of the

same, and then send them to the Committee on Supplies of this Board.

SEC. 131. Janitors shall raise the American flag on school houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation; during public exercises; on all holidays, and such other days as may be ordered by the Board of Education or the President of the Board.

The flag shall be at half-mast on Memorial Day, on the death of a teacher or pupil, and on such other days as may be ordered by the Board, the President of the Board or the Superintendent.

DUTIES AND RIGHTS OF PUPILS.

SEC. 132. Every pupil is required to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain from the use of profane and vulgar language, and from the use of tobacco, and to be clean and neat in person and clothing.

SEC. 133. All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade, unless otherwise directed by the Committee on Rules.

SEC. 134. Any parent who desires to have his child transferred from one school to another shall apply to the principal for a certificate, which shall state the name, age, grade, scholarship, deportment, residence and cause of transfer of the pupil. Distance or removal of children shall constitute good cause for granting a transfer. For other causes the Committee on Rules must act on application. Principals shall not receive pupils who have attended any other public school within a period of one year, without transfers. Any pupil admitted into a school who lives out of the district shall be subject to transfer to his proper district when the necessities of the school require it.

SEC. 135. Whenever a pupil applies for admission to a school in which there is not room, the Principal shall report the name, age and address to the Superintendent of Schools, who shall either make room for such applicant by transferring from such school pupils who reside nearer other schools to their proper schools, or shall arrange for the admission of the pupils to the nearest school in which there is room.

SEC. 136. No petition either for or against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians to the Committee on Rules, who will investigate privately and report to the Board.

SEC. 137. Non-resident pupils may be admitted to the schools, but only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the schools shall pay to the Board of Education, to go to the credit of the School Fund, for each term of five months in advance:

Normal School	$30 00
High School	20 00
Grammar or Primary School	10 00

SEC. 138. No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a record showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to same, free of charge, one pupil belonging to their own family, and no more, for every $500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

VACCINATION AND SANITATION.

SEC. 139. Teachers shall require from all pupils before admitting them to school, satisfactory evidence that they have been vaccinated.

Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect

shall be sent home to be properly prepared for school. No pupil or teacher who is afflicted with consumption, contagious impetigo, ringworm, or ophthalmia, or in whose residence there is any one sick with diphtheria, smallpox, measles, scarlet, typhoid or typhus fever, chickenpox, scabies or whooping cough, shall attend school without a certificate from the attending physician, countersigned by the Health Officer, that all danger of contagion is past.

PUPILS AND TEACHERS.

SEC. 140. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

SEC. 141. Pupils on entering school shall be furnished with a list of books and other articles required in the Course of Study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat.

SEC. 142. Whenever Principals are satisfied that parents are too poor to furnish books they shall make out a list on the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be delivered to the Principals, by the class teachers, at the end of the term, and replaced in the school library, to be used, as occasion may require, in supplying other

pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

In supplying books extreme care shall be used by Principals to avoid publicity or humiliation to the pupil.

SEC. 143. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils, except those in delicate health, must be required to pass out of the class room at recess, except in inclement weather.

SEC. 144. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Superintendent.

SEC. 145. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours except in extreme cases.

SEC. 146. Pupils who are not in their class rooms at 9 o'clock A. M., or 1 P. M., shall be marked as tardy.

SEC. 147. Whenever a pupil is absent one day the teacher shall notify the parents immediately, and said pupil cannot return to his seat in school unless satisfactory information of the cause of the absence is obtained.

SEC. 148. No pupil shall be sent home for an excuse during session hours, nor from room to room on errands, except by permission of the Principal.

Pupils shall be allowed to go home to lunch at the noon intermission; but Principals may, at their discretion, detain those who fail to return in time.

SEC. 149. The unexcused absence of a pupil three days, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat, but, on personal application by the parent or guardian, the Principal may readmit or may refer the case to the Superintendent.

SEC. 150. Any pupil transferred on account of bad conduct shall, if afterwards deemed deserving of suspension, be suspended indefinitely, and shall be restored to school privileges only by vote of the Board.

SEC. 151. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

EVENING SCHOOLS.

SEC. 152. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

These schools shall be under the direction and control of the Evening School Committee.

SEC. 153. They shall be free to all persons over twelve years of age.

SEC. 154. No pupil shall be admitted to an Evening School unless prevented from attending Day School

by their regular occupation, except by permission of the Committee on Rules.

SEC. 155. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 156. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 157. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school; and such Evening Schools as have twelve classes or more shall be entitled to the services of a Vice-Principal.

SEC. 158. Teachers are required to be present ten minutes before the time for opening the school, and if tardy shall incur the same penalty as Day School teachers.

SEC. 159. (1.) Primary and Grammar classes shall have a daily average attendance of not less than twenty-five pupils.

(2.) Foreign classes, classes of special studies, classes of mixed grades and High School classes, shall have at least twenty pupils in average daily attendance.

(3.) Whenever the average daily attendance falls below the numbers here specified, the Principal must report such fact to the Committee on Evening Schools, who shall direct a consolidation of classes.

SEC. 160. Pupils shall not be admitted to an evening class later tnan 7:30 P. M.

SEC. 161. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class.

CITY BOARD OF EXAMINATION.

SEC. 162. The City Board of Examination shall consist of the City Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Education, and shall hold office for two years. The City Superintendent of Schools is Chairman of the City Board of Examination.

SEC. 163. All examinations for teachers' certificates are conducted by the City Board of Examination; and teachers' certificates are issued and renewed by the Board of Education upon the recommendation of the City Board of Examination in accordance with the provisions of the State School Law.

SEC. 164. City certificates of either the Primary or Grammar grade "may be granted without examination to the holders of life diplomas of other States; Nevada, Oregon and Washington State Educational Diplomas; San Francisco Normal Class Diplomas, when recommended by the Superintendent of Public Schools of said city; California State University Diplomas, when recommended by the faculty of the University; State Normal Diplomas of other States; Grammar grade certificates of any county, city, or city and county of California; and county certificates of the High School grade to holders of California State University Diplomas, when recommended by the faculty of the University; and to graduates of any other institution in the United

States, which the State Board of Education of this State shall have recommended as being of the same rank as the State University of California, when the diploma of graduation from said institution shall be accompanied by a recommendation from the faculty thereof, showing that the holder of the diploma has had academic and professional training equivalent to that required by the State University. The general conditions on which such recommendations may be accepted by the County Boards of Education as fulfilling these requirements shall be prescribed by the State Board of Education." Graduates of the San Francisco Normal School, when recommended by the Superintendent, shall be entitled to receive Grammar grade certificates.

SEC. 165. The Board of Examination may recommend the issuance of Primary grade certificates, which shall be valid for a period of two years; Grammar grade certificates, which shall be valid for a period of six years; High School certificates, which shall be valid for a period of six years; and special certificates, valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

SEC. 166. Applicants for special certificates for teaching a particular branch of study must pass an examination in that special branch, said examination to be held whenever the exigency of the case requires, and, if elected to the School Department, they shall hold their positions only during the pleasure of the Board of Education. Special certificates

may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, History, Kindergarten Work, Sewing, Stenography, Typewriting, Penmanship, Physical Culture and Cooking.

SEC. 167. Teachers in High Schools must hold a High School certificate; in Grammar grades, at least a Grammar grade certificate; in Primary grades, at least a Primary grade certificate.

RETIREMENT AND DISMISSAL OF TEACHERS.

SEC. 168. (1.) Whenever, from any cause, the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Secretary of the Board of Education, who shall immediately notify the proper committee of the Board.

(2.) A vacancy in the office of Principal must be reported by the Superintendent to the proper committee of the Board, who shall report the same to the Board at its next regular meeting.

SEC. 169. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 170. (1.) The position of a Principal or teacher becomes vacant by death, resignation, retirement to the Teachers' Retirement and Annuity List, or by dismissal from the Department, after a fair hearing, for any of the causes mentioned in Secs. 1791 and 1793 of the Political Code.

(2.) Vacancy may also occur in the position of Principal or teacher, by reason of the absence of such Principal or teacher from his or her post of duty, without compliance with the requirements of Secs. 109-110-111 of these Rules.

(3.) Whenever, by reason of the discontinuance of any branch of instruction, or any line of study in any school, or in any class or classes, the services of the teacher or teachers in charge of such class or classes are no longer required, then the position of such teacher or teachers thereby becomes vacant, and such teacher or teachers cease to be connected with the Department.

(4.) Violation of any of the rules adopted by the Board of Education, insubordination, failure to obey orders of the Board, or any of its properly constituted committees, or the Superintendent, when such orders are received in writing, shall constitute good grounds for dismissal from the Department.

SEC. 171. (1.) Whenever it becomes necessary to retire a teacher from any school on account of consolidation of classes, the committee having charge of such school shall designate the teacher to be retired.

(2.) Whenever a teacher is relieved of the charge of a class through consolidation, he or she shall be assigned to the proper Substitute Class without change of pay, ranking the regular substitutes in the order of date.

APPOINTMENT OF TEACHERS.

SEC. 172. No one shall be appointed a teacher in this Department, who has not received a certificate from the City Board of Examination, or who does not hold a State Educational life diploma. (Sec. 1696, sub. 1, Political Code.)

SEC. 173. (1.) All original appointments shall be made to the proper Substitute Class.

(2.) All assistant teachers, except teachers of special subjects, in the Primary and Grammar Schools, shall be appointed originally to a class which shall be known as the Elementary Substitute Class. Said class shall not exceed thirty-six in number, no more than thirty of whom shall be under pay.

(3.) All assistant teachers in the Evening Schools shall be appointed originally on trial to a class that shall be known as the Evening Substitute Class, which shall not exceed twelve in number, no more than eight of whom shall be under pay.

(4.) All asistant teachers in the High Schools, Normal School, Commercial and Technical Schools, and all special teachers in the schools of the Department shall be originally appointed to a class, to be known as the Secondary Substitute Class, which shall not exceed six in number, holding High School certificates, and such special teachers as in the judgment of the committee may be needed, provided, however, that substitute teachers of this class shall receive compensation only for work actually performed, and such compensation shall be the same as paid the regular teacher of the class filled. Regu-

lar teacher in the Department holding High School certificates need not be originally appointed to the Secondary Substitute Class.

(5.) When any of these Substitute Classes fall below the number prescribed in these Rules, the committee having charge of such class shall submit to the Board, for its approval, the names of such persons as in the judgment of the committee are best qualified for such positions. The approval by the Board of such recommendation shall constitute an election to such Substitute Class.

SEC. 174. When a vacancy exists in the regular force of teachers, the proper committee shall recommend for appointment by the Board of Education the member of the Substitute Class who, in the judgment of the committee, is best qualified for the position, provided, that the Superintendent shall have certified to the committee that the reports of Principals show that the teacher has proved successful in teaching and in discipline. Any substitute teacher failing to receive a favorable report shall be dropped from the roll of the class. Any teacher appointed in accordance with these provisions shall be conditionally appointed on trial for a period of six months, and shall be known as a probationary teacher.

SEC. 175. Reports on the success or failure of probationary teachers shall be made first every three months to the Superintendent by the Principals of schools in which they have been employed, and, finally, to the Committee on Qualifications of Teachers by the Superintendent.

If these reports be favorable, the committee shall recommend the election of the probationary teacher as a regular teacher in this Department; but if, in any case, the reports be unfavorable, the probationary teacher cannot be elected a teacher in the Department, and may be dropped from the rolls at any time during the term of probation.

SEC. 176. The San Francisco Normal School shall be restricted to 125 pupils. Applicants for admission to the San Francisco Normal School shall be graduates of the City High Schools, or other institutions of learning of equal rank, with a regular diploma therefrom. Other candidates shall be admitted upon examination of the High School course under the direction of the Principal.

COMPLAINTS AND CHARGES.

SEC. 177. All complaints or charges against any teacher or Principal of the School Department shall be made in writing addressed to the President of the Board of Education, properly verified before the Secretary of the Board, and filed with this officer.

The Secretary shall at once notify the President of the Board, and the latter shall call a meeting of the proper committee within three days.

The committee, when convened, shall examine, investigate and consider the charges presented. If, in its judgment, it appears that said charges or complaints are not of sufficient importance, or gravity, as to warrant a trial procedure, the committee shall

recommend that said charges be dismissed, or take such other action as it may be empowered to do, according to its prescribed functions under the rules of the Board.

If said charges or complaints appear to be of such gravity or importance as to warrant a trial procedure, then such shall be the recommendation of the committee. The course of such procedure shall be as follows:

The Secretary of the Board shall serve, or cause to be served, the accused teacher with a copy of the complaints or charges filed against him or her, together with a notice to said teacher to appear before the Board of Education within a period of not less than five days, either in person or by attorney, at the time and place fixed.

When the Board has assembled, what is ample time, in its judgment, shall be permitted to the accused teacher or his attorney to produce testimony in his or her own behalf, and to submit argument, and otherwise defend his or her case, by all the rights and privileges accorded to an accused in a court of law.

The charges or complaints having been properly considered, and the accused given a fair hearing, the *judgment* and *action* of the Board shall be one of the following: (1.) A dismissal of the charges, exoneration of the accused, with reinstatement if said teacher shall have been previously temporarily suspended from his or her work. (2.) Suspension for a fixed period. (3.) A transfer or reassignment to

other duties. (4.) Dismissal of the teacher from the Department.

All complaints and charges may be made in the manner prescribed in this section, by any citizen, against a Principal or class teacher; they may be made by the Superintendent, Deputy Superintendent, or by any member of the Board of Education, against a Principal or teacher; or they may be made by the Principal against any teacher, provided, however, that any adverse report of a teacher by a Principal, in his regular semi-annual report, shall not be considered a complaint or charge, or used as such, although such adverse report may be submitted as evidence at a subsequent trial, in which said teacher may figure as the accused.

REPAIRS.

SEC. 178. Any repairs required around school buildings must be applied for by the Principal by requisition, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Chairman of the Committee on Buildings and Grounds on such requisitions. When the cost of such repairs is not more than $10.00 the chairman may, if he deems it advisable, order the work to be done; but if the cost of such repairs is more than $10.00, and less than $200.00, bids for the same shall be passed upon by the Committee on Buildings and Grounds, and the work awarded to the lowest responsible bidder.

MISCELLANEOUS.

SEC. 179. Graduating exercises, except of High and Evening Schools, must be held in public school buildings, at a time and place designated by the President.

SEC. 180. School buildings must be used exclusively for public instruction.

SEC. 181. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and, when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school and the Superintendent shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

SEC. 182. Whenever permission is given by either the Board or the Committee on Rules for the holding of any fair, or other entertainment, by any school, it shall be with the express reservation that no raffle, lottery, or like game of chance shall be held thereat or in connection therewith.

SEC. 183. No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

SEC. 184. The salaries of teachers, and other employees of the Board, shall begin at the time they respectively enter upon their duties.

SEC. 185. (1.) No advertisement shall be read, distributed or given away in school, nor shall newspapers, books, publications or articles of any kind be advertised, distributed or exhibited in schools, by teachers, pupils or other persons.

Principals shall not allow book agents or solicitors of any kind to occupy their time or that of their assistants on the school premises.

(2.) The auditoriums of the Girls' High and Mission High Schools can be only used by other schools with the consent of the Board of Education.

SEC. 186. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 187. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 188. Whenever a Grammar or Primary Class is composed of more than one grade, the grade of the teacher thereof, for the purpose of determining her salary under the salary schedule, shall be the grade of the majority of the pupils in the class.

SEC. 189. No windows of any school shall be painted, frosted, or stained, except in rooms in which the window space of clear, unobstructed glass exceeds one-fourth of the floor space.

School rooms in which the light is from one side shall be seated so that pupils shall sit with the light

at their left. If a room is lighted from two adjacent sides, the seats shall be so placed that the windows shall be in the rear and at the left of the pupils. In rooms in which the windows are on opposite sides, teachers are instructed to light the room so far as possible from the left side of the pupils.

SEC. 190. All former rules of the Board of Education and all resolutions and orders that are in conflict with these rules are hereby rescinded.

Sub-division to 185 — This rule has reference not only to printed matter or articles that are purely & plainly advertisements but also includes coupons or tickets issued by Business Houses representing gifts or donations to teachers or to anything in which teachers are interested, and that any coupon or advertising matter should not be given to teachers by pupils during school hrs. or on school premises.

APPENDIX.

Extracts: State Law and Rules of State Board of Education.

(Penal Code.)

SEC. 19. Except in cases where a different punishment is prescribed by this Code, every offense declared to be a misdemeanor is punishable by imprisonment in a county jail not exceeding six months, or by a fine not exceeding five hundred dollars, or by both.

SEC. 176. Every willful omission to perform any duty enjoined by law upon any public officer, or person holding any public trust or employment, where no special provision shall have been made for the punishment of such delinquency, is punishable as a misdemeanor.

SEC. 308. Every person who sells, or gives, or furnishes, in any way, to another who is in fact under the age of sixteen years, any tobacco, or preparation of tobacco, is guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine not exceeding one hundred dollars; *provided, however*, that this section shall not be deemed to apply to articles furnished on prescriptions from physicians authorized by law to practice medicine, nor to persons who supply such articles to their own

children, nor to sales made to such minors upon the written consent of the parents or guardians of such minors, first obtained in writing by the vendor. [Approved March 10, 1891.]

SEC. 654. Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence or hearing of a pupil thereof, is guilty of a misdemeanor.

SEC. 1683. Pupils must be admitted into the schools in the order in which they apply to be registered.

SEC. 1684. All pupils must comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of said schools.

SEC. 1685. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school, and habitual profanity and vulgarity good cause for suspension from school.

SEC. 1686. Any pupil who cuts, defaces, or otherwise injures any school house, fences, or outbuildings thereof, is liable to suspension or explusion; and, on the complaint of the teacher or Trustees, the parents or guardians of such pupils shall be liable for all damages.

SEC. 1687. In all schools having more than two teachers, beginners shall be taught by teachers who have had at least two years' experience, or by Normal School graduates; and in cities such teachers shall rank, in point of salary, with those of the assistant

teachers in the highest grade in the Grammar Schools; and in no case shall Boards of Education or Boards of School Trustees draw orders for the salary of any teacher in violation of this provision, nor shall any Superintendent draw any requisition for the salary of any teacher in violation thereof.

SEC. 1696. Every teacher in the public school must:

* * * * * * * *

Third. Enforce the course of study, the use of the legally authorized text books, and the rules and regulations prescribed for schools.

Fourth. Hold pupils to a strict account for their conduct on the way to or from school, on the playgrounds, or during recess.

RULES OF THE STATE BOARD OF EDUCATION.

(As per Sec. 1521, Pol. Code.)

* * * * * * * *

SEC. 7. It is expected that teachers will exercise a general inspection over the conduct of scholars going to and returning from school. They shall exert their influence to prevent all quarreling and disagreement, all rude and noisy behavior in the streets, all vulgar and profane language, all improper games, and all disrespect to citizens and strangers.

SEC. 8. * * * Teachers *shall be held responsible* for any want of *neatness or cleanliness* about their school premises. * * *

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SEC. 11. Teachers are authorized to *require excuses* from the parents or guardians of pupils, either in person or by written note, in all cases of *absence* or *tardiness*, or of dismissal before the close of school.

SEC. 12. No person shall be allowed to retain connection with any public school, *unless furnished with books, slates and other utensils* required to be used in the class to which he belongs; *provided*, that no pupil shall be excluded for such cause, unless the parent or guardian shall have been furnished by the teacher with a list of books or articles needed, and one week shall have elapsed after such notice without the pupil obtaining said books. * * *

SEC. 13. Any pupil who shall in any way cut or otherwise injure any school house or injure any fences, trees, or outbuildings belonging to any of the school estates, or shall write any profane or obscene language, or make any obscene pictures or characters on the school premises, shall be liable to suspension, expulsion, or other punishment, according to the nature of the offense. * * * All damage done to school property by any of the pupils shall be repaired at the expense of the party committing the trespass. * * *

* * * * * * * *

SEC. 17. It shall be the duty of the teachers of the schools to read to the pupils, from time to time, so much of the school regulations as apply to them, that they may have a clear understanding of the rules by which they are governed.

SEC. 18. In all primary schools, exercises in free calisthenics and vocal and *breathing exercises* shall be given at least twice a day, and for a time not less than from three to five minutes for each exercise.

RULES FOR PUPILS.

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2. Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence.

3. All pupils who have fallen behind their grades, by absence or irregularity of attendance, by indolence or inattention, shall be placed in the grade below, at the discretion of the teacher.

4. No pupil shall be permitted to leave school at recess, or at any other time before the regular hour for closing school, except in case of sickness, or on written request of parent or guardian.

5. Any scholar who shall be absent one week without giving notice to the teacher shall lose all claim to his desk for the remainder of the term, and shall not be considered a member of the school.

6. Each scholar shall have a desk, and shall keep the same, and the floor beneath, in a neat and orderly manner.

INSTRUCTIONS TO TEACHERS.

1. Teachers will endeavor to make themselves acquainted with parents and guardians, in order to secure their aid and co-operation, and to better understand the temperaments, characteristics and wants of the children.

2. Teachers shall daily examine the lessons of their various classes, and make such special preparations upon them, if necessary, as not to be constantly confined to the text-book. * * * In all their intercourse with their scholars they are required to strive to impress on their minds, both by precept and example, the great importance of continued efforts for improvement in morals and manners and deportment, as well as in useful learning.

3. Teachers should explain each new lesson assigned, if necessary, by familiar remarks and illustrations, that every pupil may know, before he is sent to his seat, what he is expected to do at the next recitation, and how it is to be done.

4. Teachers should only use the text-book for occasional reference, and should not permit it to be taken to the recitation, to be referred to by the pupils, except in cases of such exercises as absolutely require it. They should assign many questions of their own preparing, involving an application of what the pupils have learned to the business of life.

5. * * * They should never proceed with the recitation without the attention of the whole class,

nor go round the class with recitations always in the same order or in regular rotation.

1702. It shall be the duty of all teachers to endeavor to impress upon the minds of the pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; and to instruct them in the principles of a free government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

1791. Each City Board of Examination has power:

* * * * * * * *

Fourth—For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the City Board of Education the revocation of any certificates previously granted by said Board of Education in such city, or city and county.

1793. * * * The holders of city certificates are eligible to teach in the cities in which such certificates were granted, in schools of grades corresponding to the grades of such certificates, and when elected shall be dismissed only for insubordination or other causes, as mentioned in section seventeen hundred and ninety-one of this Act, duly ascertained and approved by the Board of Education of said cities.

* * * * * * * *

1867. Any parent, guardian, or other person who shall insult or abuse any teacher in the presence of

the school shall be guilty of a misdemeanor, and be liable to a fine of not less than ten nor exceeding one hundred dollars.

1868. Any person who shall willfully disturb any public school, or any public school meeting, shall be guilty of a misdemeanor, and liable to a fine of not less than ten nor more than one hundred dollars.

An Act to Encourage and Provide for a General Vaccination in the State of California.

(Acts 1889, Chap. 24, P. 321.)

Section 1. The Trustees of the several common school districts in this State, and boards of common school government in the several cities and towns, are directed to exclude from the benefits of the common schools therein any child or any person who has not been vaccinated until such time when said child or person shall be successfully vaccinated; *provided*, that any practicing and licensed physician may certify that the child or person has used due diligence and cannot be vaccinated so as to produce a successful vaccination, whereupon such child or person shall be excepted from the operation of this Act.

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RULES

OF THE

Board of Education

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

1900

PAYOT, UPHAM & COMPANY
Booksellers and Stationers
San Francisco

RULES

OF THE

Board of Education

AND OF THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

1900

PAYOT, UPHAM & COMPANY
Booksellers and Stationers
San Francisco

BOARD OF EDUCATION

1900

Character development must be the key-note of th education of to-morrow.

PRESIDENT . . . . . CECIL W. MARK

MEMBERS

MRS. MARY W. KINCAID.
JAMES DENMAN.
JOHN B. CASSERLY.

OFFICE HOURS

Mondays and Thursdays, from 3:30 to 4:30 P. M.
Saturdays, from 10 A. M. to 12 M.

GENERAL OFFICE, SECOND FLOOR, CITY HALL.

RULES

OF THE

BOARD OF EDUCATION.

The President.

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To preside at the meetings of the Board, and to preserve order and decorum.

Second—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

Third.—To order a vote of the Board to be taken in every instance where a power is exercised, by a call of the yeas and nays, or at the request of any member of the Board, such vote to be entered in the minutes of the Board.

Fourth—To appoint all special committees of the Board unless such appointments be otherwise provided for.

Fifth—To suspend any or all schools or classes when deemed necessary or advisable, and to submit such action to the Board for its approval at the earliest opportunity.

Sixth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Seventh—To authenticate by his signature, jointly with the Secretary of the Board of Education, all teachers' certificates, diplomas, contracts, leases and other legal documents which require execution in the name of the Board.

Eighth—To approve the official bonds of the employees of the Board.

Ninth—To call meetings of principals and teachers.

Tenth—To act for the Board in the interim of the meetings, and to report all such action to the Board at its next meeting for its ratification.

Meetings.

SEC. 4. The regular meeting of the Board shall be held on Wednesday of each week.

SEC. 5. The hour for opening the sessions of the Board shall be 10 o'clock A. M., if a quorum be present. If a quorum be not obtained, the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

SEC. 6. Special meetings may be called by the President, whenever in his judgment the needs of the Department require them.

SEC. 7. The President, or three members, may call a special meeting of the Board; but no meeting of the Board shall be called on shorter notice than twenty-four hours, nor without written notices sent to each member by the Secretary, specifying the objects of the meeting; and no business shall be transacted thereat, except that for which the meeting shall have been called.

Quorum.

SEC. 8. Three members of the Board shall constitute a quorum, and shall be necessary for the transaction of any business.

Rules of Order.

SEC. 9. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Roberts' Manual."

SEC. 10. No measure or proposition shall be valid unless it be passed by three votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 11. A reconsideration can be had only at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 12. Any rules adopted by the Board may be amended or repealed by the affirmative vote of three members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 13. Any rule of the Board may be suspended by an affirmative vote of three members thereof.

Order of Business.

SEC. 14. The following shall be the order of business at all regular meetings of the Board:

1. Roll call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.

5. Appointment, Nomination and Election of Teachers.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.
9. Good of the Department.

Finance.

Article VII, Chapter V, Sec. 1 of the Charter of the City and County, provides:

SEC. 15. It shall be the duty of the Board—

(1.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(2.) To require every demand, except for the current expenses for salaries and rents, to be sworn to by the party who performs the work or furnishes the things to be paid for. Such demand must be accompanied by a requ sition properly signed.

(3.) The Board of Education shall, on or before the first Monday of April in each year, report to the Board of Supervisors an estimate of the amount which shall be required during the ensuing fiscal year for the purpose of meeting the current annual expenses of public instruction in the City and County, specifying the amount required for supplies to be furnished pupils, including text-books for indigent children; for purchasing and procuring sites for school buildings; for leasing rooms or erecting buildings; for the support of schools organized since the last annual apportionment; for the salary of the School Directors, Superintendent, Deputy Superintendents, and all other persons employed in the School Department, and for other expenditures necessary for the administration of the Public School sys-

tem, but the aggregate amount so reported for any one year shall not exceed the sum of thirty-two dollars and fifty cents for each pupil, who in the fiscal year immediately prior thereto actually attended the schools entitled to participate in the apportionment thereof.

Classification.

SEC. 16. It shall be the duty of the Board, and it shall have power:

(1.) To determine the promotion of classes; their standing and classification; and adopt rules for the promotion of pupils from grade to grade, from school to school, and for the transfer and the graduation of pupils.

(2.) To promote and dismiss teachers.

(3.) To determine the rank of assistant teachers.

(4.) To transfer teachers from one school to another.

Rules.

SEC. 17. It shall be the duty of the Board:

(1.) To consider charges of incompetency made against any teacher in the schools.

(2.) To attend to all matters of discipline referred to it by the Principals, or by the Superintendent.

(3.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent.

(4.) To consider all applications from teachers for leave of absence.

(5.) To adopt and revise the course of study to be pursued in the schools, and, from time to time, to adopt such changes therein as may be deemed desirable.

(6.) To adopt the text-books and books for supplementary use in the public schools and to purchase such apparatus, books, stationery and other class-room supplies as may be required.

Buildings and Grounds.

SEC. 18. The Board of Education may, when any locality in the City and County is unprovided with sufficient school accommodations, make a requisition, by resolution upon the Board of Public Works, for plans and specifications and estimates for a new school house, specifying the number of class rooms needed, the location of the proposed school house, the date on which it should be completed, the amount of money in the School Fund available for the purpose, and such other information as will enable the Board of Public Works to prepare the necessary plans, specifications and estimates of cost for such school house.

If such plans, specifications and estimates are approved by the Board of Education, they shall be endorsed "Approved," with the date of such approval, by the President and Secretary thereof, and returned to the Board of Public Works, which shall proceed without delay to have such school house constructed and completed in accordance therewith.

When such school house is completed, the Board of Public Works shall notify the Board of Education to examine the same, and if it has been built in accordance with the plans and specifications and within the estimated cost thereof, the Board of Education shall accept and take possession of it.

When any school house, building, fence or other property belonging to, or connected with, or under the control of, the Board of Education, needs repairing, altering or improving, the Board shall notify the Board of Public Works, specifying in

general terms the work to be done. The Board of Public Works shall cause the same to be done forthwith, if the cost thereof shall not exceed two hundred and fifty dollars; otherwise the Board of Public Works shall submit plans, specifications and estimates of cost to the Board of Education for its approval, and if approved as provided in section one of Chapter VI of Article VII of the Charter, the Board of Public Works shall cause the same to be done, and if done in accordance with the plans and specifications, and within such estimate, the same shall be accepted and shall be paid for out of the Common School Fund.

Salaries.

Article VII, Chapter III, Sec. 1 of the Charter provides :

SEC. 19. The Board shall, between the first and twenty-first days of May of each year, adopt a schedule of salaries for the next ensuing fiscal year for teachers and all employees of the School Department.

The Board shall employ such teachers and persons as may be necessary to carry into effect its powers and duties; to fix, alter and approve their salaries and compensation, and to withhold for good and sufficient cause the whole or any part of the wages, salary or compensation of any person or persons employed as aforesaid.

Supplies.

SEC. 20. The Board shall annually, before the first day of May, make a list of supplies estimated to be required by the School Department for the ensuing fiscal year, stating in clear and explicit terms the quantity and kind of articles needed, and how and when they shall be delivered, and shall invite proposals for furnishing the same by advertising therefor for at least ten days in the official newspaper.

The provisions of Article II, Chapter III, of the Charter of the City and County of San Francisco, in regard to the advertising for proposals, the affidavit and security accompanying the same, the presentation and opening of proposals, the awarding of contracts and the security for the performance thereof, shall, so far as the same can be made applicable, apply to all proposals and contracts made, awarded or entered into for furnishing supplies to the School Department. Any contract made in violation of any provision of this Article shall be void.

Superintendent of Common Schools.

SEC. 21. The Superintendent shall have power, and it shall be his duty—

(1.) To act as the Executive Officer of the Board of Education, to superintend the Public Schools of the City and County, and to supervise teachers' record books and blanks connected with education and classification of the schools.

(2.) To direct and supervise the details of instruction in such Schools, noting the manner in which their defects may be remedied and their efficiency promoted.

(3.) To see that the Rules of the School Department are observed.

(4.) To report to the Board all teachers or other employees of the Department whom he may deem guilty of any infraction of the rules, or of any unprofessional conduct.

(5.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(6.) To render such aid, and to communicate such information to the Board, as may be required.

(7.) To keep on file in his office, for the inspection of the Board, all reports of the Deputy Superintendents, and Principals of Schools.

(8.) To be *ex officio* a member of the Board.

(9.) To investigate all cases of suspension or discipline of pupils which the principals have been unable to adjust; and, in the event of his inability to settle the same, to refer them to the Board.

(10.) To transfer pupils from one school to another, when good reasons exist for so doing.

(11.) To attend to such other matters as may, from time to time, be referred to him by the Board of Education.

EXTRACT FROM CHARTER.

SECTION 1. The Superintendent of Common Schools of the City and County shall be, by virtue of his office, a member of the Board of Education, without the right to vote. He shall receive an annual salary of four thousand dollars.

SEC. 2. The Superintendent shall appoint four Deputy Superintendents. The number of such deputies shall not be increased until the average daily attendance shall have reached forty-five thousand, when the Superintendent shall appoint one additional deputy, and thereafter he shall appoint one deputy for each additional eight thousand children in average daily attendance. If from any cause a vacancy occurs in the office of Deputy Superintendent, such vacancy shall be filled by the Superintendent.

SEC. 3. Of the Deputy Superintendents first appointed, the Superintendent shall appoint two for two years and two for four years. All Deputy Superintendents subsequently appointed shall hold office for four years.

SEC. 4. Such deputies must have had at least ten years' successful experience as teachers, and shall have been residents of the City and County at least five years preceding their appointment.

SEC. 5. In addition to the duties imposed by the general laws of the State, it shall be the duty of the Superintendent:

(1.) To observe and enforce all rules and regulations of the Board of Education and to see that no religious or sectarian books or teachings are allowed in the schools.

(2.) To report to the Board of Education annually, on or before the twentieth day of August, and at such other times as the Board may require, all matters pertaining to the condition and progress of the public schools of the City and County during the fiscal year, with such recommendations as he may deem proper.

(3.) To inform the Board of the condition of the schools, schoolhouses and of other matters connected therewith, and to recommend such measures as he may deem necessary for the advancement of education in the City and County, and for the care and improvement of the property of the School Department.

(4.) To visit and examine, with the assistance of his deputies, all the schools at least twice a year and determine their standing and classification. To recommend rules for the promotion of pupils from grade to grade, from school to school, and for the transfer and the graduation of pupils.

(5.) To recommend to the Board the courses of studies; the text-books and books for supplementary use in the public schools, and the purchase of such apparatus, books, stationery and other class-room supplies as may be required in the schools.

(6.) To report to the Board once a month upon the standing of schools examined by him and his deputies.

SEC. 6. The Superintendent and his deputies shall constitute the City Board of Examination, and shall have power:

(1.) To examine applicants, and to prescribe a standard of proficiency, which will entitle the person examined to receive:

(*a.*) A high school certificate, valid for six years, which shall authorize the holder to teach any primary, grammar or high school in the City and County.

(*b.*) A City certificate, grammar grade, valid for six years, which shall authorize the holder to teach any primary or grammar school in the City and County.

(*c.*) A City certificate, primary grade, valid for two years, which shall authorize the holder to teach any primary school in the City and County. They shall report the result of the examination to the Board of Education, and the Board shall thereupon issue to the successful candidates the certificates to which they shall be entitled.

(2.) To recommend applicants for special certificates valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

(3.) For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the Board of Education the revocation of any certificates previously granted by the Board.

(4.) To recommend the granting of City certificates, and the renewal thereof, in the manner provided for the granting and renewal of County certificates by County Boards of Education in section seventeen hundred and seventy-five of the Political Code.

Secretary of the Board of Education.

SEC. 22. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board.

(6.) To transmit copies of all votes, resolutions and documents, which are to be sent to members of the Board, to Principals, to teachers, and to others.

(7.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(8.) To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

(9.) To present to the Board, as soon as practicable after the close of the fiscal year, a balance sheet of all books of accounts kept by him.

(10.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the Rules of the Department.

(11.) To give a bond before entering on the discharge of his duties in the sum of two thousand dollars, for the faithful performance thereof.

(12.) To superintend the Assistant Secretaries, Stenographer and other attaches of the office of the Board of Education

(13.) All bids and proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Secretary, at a public meeting of the Board, and shall be opened by him at such meeting.

Storekeeper.

SEC. 23. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the President of the Board of Education; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) To refuse to receive any supplies unless accompanied by a requisition properly drawn up and signed by the President of the Board, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Secretary of the Board of Education within forty-eight hours after the receipt of the goods. He shall retain in his office the original bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all materials furnished under contract, and see that the same are furnished in accordance with the specifications and samples, rejecting any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct the dealer, at the time of delivery of any articles, to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, with cost thereof, and also all articles returned by the schools.

(9.) To deliver supplies for the use of any school only upon a requisition presented to him, properly drawn and signed by the Principal of the school and countersigned by the President of the Board.

(10.) To deliver supplies for use in the office of the Board of Education only upon requisition presented to him, signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name of each article delivered; sending the original receipt to the Secretary of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) To perform such other duties appertaining to his position as may be directed by the Board.

(13.) To furnish a bond in the sum of $2,000 for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD.

RELATING TO

PUBLIC SCHOOLS.

SEC. 24. The schools of the Department are classed as Primary, Grammar, Evening and High Schools.

SEC. 25. The fiscal year shall begin on the first day of July, and end on the last day of the following June.

SEC. 26. The first term of the public schools shall begin on the third Monday of July, and end on the Friday next preceding Christmas. The second term shall begin on the Monday following the first day of January, and end on the first Friday of June. There shall be a vacation of one week during March.

SEC. 27. There shall be no school on Saturdays, Sundays, or on any legal holiday, except election day. The following days shall be observed as holidays: Christmas, New Year's, Washington's Birthday, 1st of May, Memorial Day, the Fourth of July, Admission Day, State Labor Day, Thanksgiving Day and the day following. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday.

SEC. 28. The President of the Board, or, in his absence from the city, the Superintendent, shall have power to suspend all the schools, or any particular school or class, if deemed by him necessary or desirable, and his action shall be reported to the Board at the next regular meeting.

SEC. 29. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock and end at 12. At 10:30 study and recitation in Primary and Grammar Grades shall cease for a period of twenty minutes and pupils be marched to the yards for recess; said twenty minutes shall include the time necessary for leaving and returning to rooms, and all preparations and exercises incidental thereto. The afternoon session shall begin at 12 M. and end at 3 P. M. except that in Primary grades the afternoon session shall close at 2:30 P.M. There shall be a cessation of study and recitation from 12 to 1 P.M. Calisthenic exercises of five minutes each shall be given at 10 A. M. and in the middle of the afternoon. Lines must be formed in yards at ten minutes before 9 A. M. and five minutes before 1.

SEC. 30. The school yards shall be open at half past eight, and pupils admitted to their class rooms at ten minutes to 9. In inclement weather class rooms shall be open at 8:35. On very rainy days recesses and the noon intermission may be shortened at the discretion of the Principal, and school may be dismissed whenever the prescribed time for the school sessions shall have been completed.

SEC. 31. Day schools having Primary grades and an average daily attendance of less than 250 pupils in the Grammar grades, shall be known as Primary Schools.

SEC. 32. Schools having had an average daily attendance of 250 pupils or more, in the Grammar grades, for five consecutive months, shall be known as Grammar Schools ; *provided*, that each of the Grammar grades shall have been represented.

SEC. 33. All grades below the 5th shall be known as Primary grades, and all from the 5th to the 8th, both inclusive, shall be known as Grammar grades.

SEC. 34. Each Primary School shall be taught by a Principal and such assistants as may be necessary; but in schools having eight classes or more, the Principal shall not be required to teach a class. In the case of absence of teachers for a period of less than five days, in Primary or Grammar Schools of 8 or more classes, the Principals must teach the classes, and shall not call for substitutes unless there are two teachers absent in the same school at the same time.

SEC. 35. Each Grammar School shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed.

SEC. 36. It is the duty of Principals—

(1.) To observe and enforce the Rules of the Board and to report to the Board any violation thereof by their assistant teachers or janitors.

(2.) To carry into effect the Course of Study and the general directions either of the Superintendent or of the Board.

(3.) To visit each class daily and to aid assistants by suggestions and by teaching. They shall support teachers in maintaining discipline. Principals shall conduct two recitations daily, and shall make a monthly report of the character and extent of the work thus done.

(4.) To see that the fire drill is practiced in their schools at least once a month.

(5.) In all schools of three or more classes, to call a meeting of assistants after school hours, on the first Tuesday of each school month.

(6.) To make a written report to the Superintendent on the 20th day of June and of December of each year as to the efficiency and success of the teachers in their schools. Such report shall be at once submitte i to the Board of Education by

the Superintendent. When a teacher has been reported as incompetent, or as guilty of unprofessional, insubordinate or immoral conduct, the Superintendent or President of the Board shall at once suspend such teacher from service, without pay, pending the investigation and final disposition of such report or charge.

SEC. 37. Principals shall send to the office of the Secretary of the Board at the close of the last school day of each month, a report with every required blank space thereon properly filled in either by a number or by a 0, embodying a record of the attendance and absence of themselves and assistants for the month current, giving the exact time and date of said absences, and reasons therefor. Principals are instructed to include in the monthly reports of their schools the number and duration of lessons given by special teachers.

Principals who fail to make these reports on the first day of the following month, or who fail to present on or before the day specified for such presentation, the other reports required by these rules, or by circulars issued from the office of the Superintendent, as well as prompt acknowledgment of the receipt of said circulars, shall forfeit five dollars ($5) of their salary.

SEC. 38. Principals must keep a record of all books provided for their schools, and see that they are properly marked and numbered.

SEC. 39. Principals shall be responsible for the general discipline and management of their schools. They shall be at their schools not later than 8:30 A. M. They shall exercise personal supervision in their school yards, giving all necessary support to their Vice Principals and assistants, and hold their assistants responsible for the order and condition of their rooms

SEC. 40. From 8:30 A. M. to 9 A. M., at recess, and at noon intermission, Principals shall take charge of one yard and shall detail the Vice Principal to take charge of the other yard. In schools having no Vice-Principal, the Principal shall take charge of one yard and shall detail assistants, in regular order, to take charge of the other yard.

SEC. 41. Principals are authorized to hold public exhibitions or public oral examinations during any day of the last three days of the school year.

SEC. 42. Principals may promote deserving pupils, and may put back incapable pupils, at any time during the year. Promotion from division to division and from grade to grade shall be made at the end of each school term.

The promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher.

SEC. 43. Within two weeks after the opening of school in each term, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class.

SEC. 44. Principals must post the name of the teacher and the grade of the class on the outside of the door of each classroom.

SEC. 45. Principals must arrange exchanges of classes and teachers, so that instruction may be given in drawing, music, sewing, and other special subjects prescribed by the Course of Study. Every principal is required to conduct two recitations daily in some study named in the Course.

SEC. 46. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the

success or failure of substitute teachers who have taught for at least five consecutive days in their schools. Three adverse reports from as many Principals against any substitute will work the forfeiture of the position of said substitute in this Department.

SEC. 47. (*a*) Principals are responsible for the care and cleanliness of their buildings, and shall have entire control of their janitors in the discharge of their duties. (*b*) Special teachers must make monthly reports to the Board of Education.

CLASSIFICATION.

SEC. 48. At the close or at the beginning of the school year Principals shall classify their schools, assigning teachers to the class for which they consider them best fitted, sending reports of said classification to the Superintendent, who will immediately submit them to the Board of Education. Such assignments shall be subject to the approval of the Board.

SEC. 49. Principals shall semi-annually so assign teachers to class-rooms that they shall alternate in the occupancy of desirable and undesirable rooms. First grades shall be assigned to rooms on first floor.

SEC. 50. First grade classes shall consist at the beginning of the school year of not to exceed 50 pupils each enrolled. Whene er the average daily attendance shall fall below 40, the Superintendent shall report the fact to the Board, and if in his judgment it be advisable, shall recommend a plan for consolidation or for the formation of a new class. Other primary and grammar classes shall consist of at least 55 pupils enrolled at the beginning of the school year, and the Superintendent shall likewise report when the average daily attend-

ance falls below 45. In schools having less than 4 classes these numbers may be modified to meet the needs of classification.

SEC. 51. In high schools a full junior class shall consist of at least 35 pupils, and a full middle or senior class of at least 40 pupils.

SUBSTITUTES.

SEC. 52. The regular Day Substitute Class shall, after August 1, 1900, consist of 15 teachers, who shall report for duty daily at 8:30 A. M., at the office of the Secretary of the Board, and shall be paid such compensation as may be allowed by the Board of Education.

The Evening Substitute Class shall consist of 3 teachers under pay, who shall report for duty nightly. Whenever substitute teachers are required in high schools they shall be temporarily appointed by the Board.

SEC. 53. In the case of absence of teachers for a period of not less than five days, in Primary or Grammar Schools of 8 or more classes, the Principals must teach the classes and shall not call for substitutes unless there are two teachers absent in the same school at the same time. When teachers are so absent, the Principal must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. Principals may call for a substitute for the morning or for the afternoon session, or for both. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the session, and the teacher shall forfeit pay for half a day.

SEC. 54. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school shall remain at the school for the session, and the the teacher shall forfeit pay for half a day.

SEC. 55. Substitutes are required to make themselves familiar with the course of study, so that they may know the work of every grade for every quarter of the school year.

SEC. 56. On application to the Secretary, blank forms shall be furnished to substitutes, on which they must specify in detail where, when, and for whom they have been substituted. These reports, certified to by their respective Principals, shall be presented at the office of the Secretary on the last school day of each calendar month, and shall contain a statement by each Principal of the success in teaching of each substitute.

SEC. 57. No more than 15 substitutes shall, at any time after August 1, 1900, be under pay.

DISCIPLINE.

SEC. 58. Teachers must co-operate with their Principals in the management of their pupils before and after school sessions, and at recess, and at the noon intermission. Good order must be maintained in rooms, halls and on school grounds and sidewalks immediately adjoining school houses. Teachers must be at the station to which they have been assigned in halls, yards and on stairways, promptly at the time specified by Principals for such duty, and must not loiter in halls or visit one another's rooms while under duty, under penalty of being reported by their respective Principals.

SEC. 59. Every teacher is hereby especially empowered and enjoined to command order, on or about the school premises, on the part of every pupil connected with the public schools.

SEC. 60. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language towards pupils or parents, are expressly forbidden.

SEC. 61. Principals shall report the names and residences of habitual truants to the Truant Officer whenever the case requires his assistance.

SEC. 62. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 63. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers, before their classes, or on school premises, or by letter, shall be liable to suspension or expulsion.

CORPORAL PUNISHMENT.

SEC. 64. Corporal punishment shall not be administered in the High Schools, nor to girls in any of the schools of the Department. Such punishment must be administered either by principals or with consent of principals, by vice-principals having charge of boys' yards and shall be resorted to only in extreme cases when all other means fail to maintain discipline. No excessive, cruel or unusual punishment shall be allowed. The use of either the rattan or strap in administering punishment, is optional.

SEC. 65. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent on official blanks to the Superintendent.

SUSPENSION AND EXPULSION.

SEC. 66. A pupil is suspended when, because of his misconduct, he is deprived of school privileges for a stated or an indefinite time, or pending action by the Superintendent or the Board of Education. No suspended pupil shall be reinstated until the Principal and the class teacher shall have been heard in regard to the case.

SEC. 67. Pupils who refuse to receive corporal punishment may be suspended by the Principal for a period not to exceed two weeks, without appeal.

SEC. 68. (1.) Principals may suspend pupils absolutely for a period not exceeding one week, or until the Superintendent can act on the suspension. They must immediately report any suspension to the Superintendent, who shall decide the case, or report it, if necessary, to the Board. When a pupil is temporarily suspended the principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. The *address* of parent or guardian must be written on suspension notice to the Superintendent. No pupil shall be sent home, even for half a day, unless a written notification is sent to the parent or guardian, stating the reason therefor.

(2.) Pupils shall not be allowed to remain in any school room, except in the presence of a teacher, unless in cases of urgent necessity and by special permission of the Principal.

When a pupil is suspended written work should be assigned to him or her equal in quantity to the school work he or she would have accomplished were he or she in attendance. This work must be presented to teacher before pupil shall be restored to class.

SEC. 69. Pupils shall be expelled only by vote of the Board. Continued willful disobedience, open defiance of the authority of the teacher, or immoral conduct, constitutes good cause for expulsion from school.

DUTIES OF TEACHERS.

SEC. 70. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal. Preparation for dismissal must not be made until within five minutes of the time set for the same.

SEC. 71. Teachers, first having recorded the time of their arrival in the time book, must be in their classrooms 15 minutes before 9 o'clock (and 10 minutes earlier if the weather be inclement). Principals must take possession of the time book at 8:45 A. M., (and 10 minutes earlier in inclement weather). All teachers whose time has not been recorded must be marked as tardy by the principal. Teachers leaving school premises for lunch must return at 12:50 P. M., or be marked as tardy by the principal. If a teacher shall fail to be at his or her post of duty twice in any one calendar month, the principal shall report such tardiness to the Board.

Teachers in evening schools, first having recorded the time of their arrival in the time book, must be in their class-rooms at 7 o'clock P. M., at which time Principals must take possession of said time book, and all teachers whose time is not therein recorded must be marked as tardy by the Principal. If a teacher be tardy at his or her post of duty, the Principal shall report such tardiness to the Board. For each tardiness $0.50 shall be deducted from the salary demand of teacher in the department.

During this time teachers are to get all necessary supplies, as pencils, chalk (also maps, etc.) from the Principal and library, and by so doing prevent wasting the school time for this purpose.

Teachers must not leave the school until all of the pupils of their classes have left the building.

SEC. 72. Teachers must enforce the law of the State of California: "Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." Written requests from parents are necessary to secure permission to be dismissed before the close of school exercises. In case of tardiness, a note of excuse must be presented not later than the following morning.

Pupils who fail to comply with these regulations may be suspended or punished at the discretion of the Principal.

SEC. 73. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from time to time, and prevent their defacement or wanton destruction. At the close of each school year they shall take from all scholars that have been promoted, or are leaving school, a list of books that such scholars wish to sell, together with their names and addresses, which list shall be furnished new pupils on entrance to their classes.

SEC. 74. Principals and teachers must not give instruction for pay, nor for any other compensation, either to pupils of their classes or schools, nor shall such instruction be given in any building or room belonging to the Public School Department.

SEC. 75. Each assistant teaching a class above the second grade shall keep as permanent record a "Class Record Book," showing the standing and deportment of each pupil. These record books must be deposited with the Principal at close of school year. Teachers of the Grammar and High School classes shall send, once a month, reports, in required form, to parents and guardians. Teachers of Primary grades above the second shall send such reports once a month. These reports, properly signed by parents or guardians, must be returned by

pupils on the morning following the day of their issuance. No work *whatever pertaining to the making of reports*, or to the compilation of any school records, shall be done during teaching or school hours.

SEC. 76. Each assistant teacher must keep a "State Register," in the required form, including the name, age and residence of each pupil, together with the name of the parent or guardian.

SEC. 77. The teacher of each grade must prepare a programme of daily exercises, a copy of which shall be kept posted conspicuously in the school-room, and another in the State Register. For purposes of recitation, pupils in first and second grades shall be divided into at least three divisions, and in all other classes of Primary and Grammar Schools into at least two divisions, so as to allow one-half the time in school to be devoted to study.

SEC. 78. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess, and at every change of lessons, they shall open doors and windows, so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after one o'clock. During the season in which fires are required in schools, teachers must endeavor to keep their rooms at a temperature not below 65 degrees and not above 70 degrees F.

SEC. 79. Teachers are strictly forbidden to require their pupils to perform any menial services, or to send them on private or personal errands, or to send them from their rooms

on any errand whatever during school hours, except to Principal's office.

Teachers must not leave their rooms to converse with one another during teaching hours, except by permission of Principals.

SEC. 80. Principals must, on the last school day of each term, make a report to the Board of Education of all books loaned to indigent pupils during said term; of the number and condition of books returned, together with reasons for the non-return of books. Principals must keep accurate catalogues of the books in their schools.

SEC. 81. Any teacher who shall be elected into the Department after the beginning of any fiscal year, or who commences to teach after the beginning of the school year, or who shall resign or shall take a leave of absence during said year, shall receive in the aggregate for service rendered such a part of the annual salary as the weeks of service rendered is of the total number of weeks of service required.

ABSENCE OF TEACHERS.

SEC. 82. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

Sec. 83. Leave of absence granted to any teacher for a period of more than two months, unless in case of serious illness, shall necessitate the placing of such teacher upon the substitute list, and another teacher shall be permanently assigned to the position thus vacated; *provided*, that teachers who have served continuously in the Department for ten years may be granted leave of absence without pay for not more than one year, *provided*, that such leave of absence when once granted cannot

be abbreviated; and *provided*, further that three and six months' leave of absence shall be granted only from the beginning of the term, except in cases of total disability.

SEC. 84. At the discretion of the Board, when a teacher desires to pursue advanced studies, the leave may be for a period not exceeding three years, teachers forfeiting right to any particular grade or class. A leave of absence granted for a period exceeding ninety days shall terminate at the beginning of a term.

Positions temporarily vacant through leave of absence shall be filled by a substitute teacher, or by an assignment, limited to the term of absence.

SEC. 85. Teachers desiring to be absent from duty for a period not exceeding one month, must give notice thereof to the Board, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Secretary for consideration by the Board. In cases of sickness or other emergency teachers may absent themselves temporarily without permission; but such teachers must, upon returning to duty, give notice thereof in the manner above provided. Teachers absent from duty without such notice and approval, must be reported at once by the Principal to the Secretary, who shall report the same to the Board. Teachers desiring to be absent for a longer period than one month must apply to the Board for leave of absence. Principals shall not approve any notice of intended absence unless satisfied that there is a good and sufficient cause therefor. Upon the return of any teacher after such absence the Principal must certify that the same was for good and sufficient cause.

SEC. 86. Principals may excuse the absence of teachers for less than one hour, for good cause, but the Principal must take charge of the class.

SEC. 87. The Vice-Principal shall have charge of the school during the absence of the Principal. In the absence of the Principal, the senior teacher of the highest grade shall take charge of the yard. When the Vice-Principal is absent, the Principal shall designate a teacher to fill the position temporarily, and a substitute shall be assigned to the school to fill such position as the Principal may direct. A teacher acting as Principal or Vice-Principal for more than one day in any calendar month shall receive therefor the salary of the position so temporarily filled.

SEC. 88. A deduction of one-thirtieth of a month's salary shall be made for each day's absence, and one-sixth of this amount for each hour's absence, unless the absence be in accordance with the section which permits teachers to visit other schools, or by permission of the Board.

SEC. 89. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Board, who shall determine when the teacher may return.

HOME STUDY.

SEC. 90. Lessons for home study shall be regulated as follows:

To pupils of the first, second, third and fourth grades, no home lessons shall be assigned.

To pupils of the fifth, sixth and seventh grades, not more than one hour's home study.

To pupils of the eighth grade not more than one and one-half hour's home study.

SEC. 91. In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed two hours daily.

GENERAL RULES.

SEC. 92. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils or any other school appliances.

SEC. 93. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 94. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 95. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless application for permission to do so be first made to the Board, who may grant or deny the request.

SEC. 96. Principals of Grammar and Primary Schools are required to visit other schools in the Department two days of each school term. While absent, their duties shall be performed by a Vice-Principal or an assistant, without additional

pay. Principals shall detail Vice-Principals and assistants to visit other public schools one day in each term, requiring written reports thereof. During their absence for this purpose Principals shall teach the classes. No more than one teacher in each school shall be allowed to visit on the same day. Principals of High Schools shall be allowed four days in each year to visit schools or the Universities, and their assistants shall be allowed one day in each year for a like purpose, provided, no Principal or teacher shall be allowed to visit during the last quarter of the school year. Teachers shall meet at such times and places, out of school hours, as the Board may direct, for the purpose of promoting the interests of the public school education in this City.

Principals shall report the visits of themselves and teachers under the operation of this rule to the Superintendent.

SEC. 97. Principals must not appoint, nor allow teachers to appoint monitors for the yards, halls, or rooms, with the power of punishment, or of reporting pupils for reprimand or punishment. This rule does not prohibit the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens, and paper. Janitors must not be required nor allowed to act as monitors.

SEC. 98. Teachers must not appoint pupils to examine and credit examination papers. This rule does not prohibit the interchange of papers among pupils of the class and the crediting of such papers, when the pupils have the right to appeal at once to the teacher. In all cases the answers must be dictated by the teacher.

SEC. 99. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Board.

SEC. 100. All janitors receiving salaries of $40 per month and upwards shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, without permission of the principal. During vacation they shall visit and examine every room in their charge at least once a day.

Janitors whose salaries are less than $40 per month shall remain on school premises until 9:15 A.M., and shall report at 2:15 P. M. They shall keep school buildings, furniture, yard and outbuildings neat and clean; shall build fires, open and close school buildings and yards, and perform other responsible duties as ordered by the Principals. If there be two janitors employed in the same school they shall alternate weekly in remaining on the premises at the discretion of the principal.

They shall scrub and clean the floors of each school building four times a year, during the vacations, clean the doors, desks, and all finished and painted work at least twice a year, and windows when required, and properly ventilate the rooms each morning and evening. They shall water the gardens connected with their schools.

Neither teachers nor janitors shall put coal into stoves after one o'clock P. M., unless by order of the Principal. Janitors are forbidden to use coal oil in lighting fires.

Janitors of grammar schools shall attend to all minor repairs about the premises. They shall have the right to appeal from the orders of the Principal to the Board. Janitors of evening schools shall remain on the premises during the session, unless excused by the Principal.

SEC. 101. All janitors who neglect to obey the instructions given Principals shall be reported to the Board of Public Works.

SEC. 102. Teachers shall see that school rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order. Immediately before and after school janitors shall open doors and windows, that class-rooms may be thoroughly ventilated.

SEC. 103. Janitors shall weigh all coal received at the schools, and shall report thereon to Principals. Certificates of these weights shall be signed by the Principals, and sent by them to the storekeeper.

SEC. 104. Janitors shall raise the American flag on school houses on the first and last school day of the school year, and the last school day before, and the first school day after each vacation, during public exercises, on Washington's Birthday, Bunker Hill Day, the Fourth of July, Admission Day, Patriotic Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag shall be at half-mast on Memorial Day, on the death of a teacher or pupil, and on such other days as may be ordered by the Board, by the President of the Board, or by the Superintendent.

SEC. 105 (*a*). All janitors shall be directly responsible to Principals for the faithful performance of their duties, and shall be under their control and direction while on school premises.

(*b*). Janitors must report at once to their Principals any failure of scavengers to do their work properly.

(*c*). Janitors must be at schools at specified hours every day during vacations.

DUTIES AND RIGHTS OF PUPILS.

SEC. 106. Every pupil is required to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain from the use of profane or vulgar language, and from the use of tobacco, and to be clean and neat in person and clothing. Parents must pay for all damage done to school property by their children.

SEC. 107. Any parent who desires to have his child transferred from one school to another shall apply to the Principal for a certificate, which shall state the name, age, grade, scholarship, deportment, residence, and cause of transfer of the pupil. Distance or removal shall constitute good cause for granting a transfer. Principals shall not receive without transfers pupils who have attended any other school within a period of one year.

SEC. 108. No transfer shall be given to a parent, who complains, until the Principal has been consulted by the Board of Education.

SEC. 109. No High School pupil shall be allowed to discontinue any study, or to take a course other than one of the regular courses, without complying with the rules suggested by Principals and adopted by the Board of Education.

Any High School pupil may so arrange his or her studies, under the direction of the Principal, as to complete the regular course in four or more years; but no special or partial course pupils shall be admitted to any High School.

SEC. 110. Grievances of pupils may be presented by a petition from their parents or guardians to the Superintendent

or Board who will investigate privately and report to the Board. Each teacher is required to keep a copy of the rules in her school room and to read to her pupils, at least once a term, so much of the same as will give them a clear understanding of the regulations by which they are governed and graded.

VACCINATION AND SANITATION.

SEC. 111. Teachers shall require from all pupils before admitting them to school satisfactory evidence that they have been vaccinated.

Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect shall be sent home to be properly prepared for school. No pupil or teacher who is afflicted with consumption, contagious impetigo, ringworm, or opthalmia, or in whose residence there is anyone sick with diphtheria, smallpox, measles, scarlet, typhoid or typhus fever, chickenpox, or scabies, shall attend school without a certificate from the attending physician, countersigned by the Health Officer, that all danger of contagion is past.

PUPILS AND TEACHERS.

SEC. 112. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

SEC. 113. Pupils on entering school shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required

books within one week shall constitute cause for forfeiture of seat unless satisfactory excuse is offered to the Principal.

SEC. 114. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the School libraries. All books so supplied shall be delivered to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be delivered to the Principals, by the class teachers, at the end of the term, and replaced in the School library, to be used, as occasion may require, in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

SEC. 115. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class room at recess, except in inclement weather.

SEC. 116. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal.

SEC. 117. Principals are authorized to require assistants to detain pupils for not more than one-half hour after school for general disorder in room, for tardiness or for poor work in lessons.

SEC. 118. Pupils who are not in their class rooms at 9 o'clock A. M. or 1 P. M., shall be marked as tardy.

SEC. 119. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 120. No pupil shall be sent home for an excuse during session hours, nor from room to room on errands, except by permission of the Principal.

Pupils shall be allowed to go home to lunch at the noon intermission but Principals may, at their discretion, detain those who fail to return in time. Principals may also, at their discretion, refuse permission to pupils living at a distance to go home to lunch during inclement weather.

SEC. 121. The unexcused absence of a pupil three days, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat, but, on personal application by the parent or guardian, the Principal may readmit or may refer the case to the Superintendent.

"Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." (State Law.)

SEC. 122. Any pupil transferred on account of bad conduct shall, if afterwards deemed deserving of suspension, be suspended indefinitely and shall be restored to school privileges only by vote of the Board.

SEC. 123. Pupils are prohibited from making presents to teachers, and from contributing towards class presents for teachers.

SEC. 124. The use of tobacco or alcoholic drink in any form on the School premises is strictly prohibited, and teachers are to notify parents, in writing, immediately of the first offense, on the part of their children. More than one violation of this rule by the same pupil must be reported to the Superintendent, who will bring the case before the Board of Education for final action.

EVENING SCHOOLS.

SEC. 125. The evening schools of this City are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford. They shall be free to all persons over 14 years of age.

SEC. 126. No pupils shall be admitted to an Evening School unless prevented from attending Day School by their regular occupation, except by permission of the Board.

SEC. 127. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 128. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 129. The Principal of an Evening School having eight of more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 130. Teachers are required to be present 30 minutes before the time for opening the school.

SEC. 131. No class, except a foreign class or a class of mixed grades, shall be continued for more than thirty days unless the daily average attendance equals or exceeds thirty.

SEC. 132. Pupils shall not be admitted to an Evening Class later than 8. P. M, unless excused by the Principal.

SEC. 133. Assistant Teachers in the Evening Schools shall be first appointed to the Evening School substitute class.

SEC. 134. Unless when excused by the Principal, the janitors of all Evening Schools having twelve or more classes shall remain constantly on duty at the entrance of the school building during school hours, and for a period of not less than fifteen minutes before the opening of the school, and not less than twenty minutes after the school shall have closed.

COMPLAINTS AND CHARGES.

SEC. 135. All complaints or charges against teachers or other employees of the School Department shall be in writing, filed with the Board. If the complaint or charge be deemed worthy of investigation by the Board, a copy of the same shall be served upon the accused at least three days before the time of hearing fixed by it, together with notice to appear, at the time and place fixed. After hearing all testimony produced, the Board shall take such action as it may deem proper.

No teacher in the Department at the time of the adoption of the Charter, or who shall be hereafter appointed, shall be dismissed from the Department, except for insubordination, immoral or unprofessional conduct, or evident unfitness for teaching. All promotions of teachers shall be based solely on merit and successful teaching. Nothing in this section shall be construed to prevent the Board from removing teachers holding only special certificates or serving a probationary term. (Article VII, Chapter III, Sec. 1, Sub. 2, Charter.)

REPAIRS.

SEC. 136. Principals are authorized to have petty repairs made monthly, not to cost more than eight dollars in buildings of eighteen or more classes, seven dollars in schools of from twelve to eighteen classes, five dollars in schools of eight to twelve classes, four dollars in schools of four to eight classes, and three dollars in schools of one to four classes.

Each Principal shall keep an account of all such repairs, and shall, at the end of each month, file with the Secretary of the Board receipted bills of the same, when practicable. The aggre-

gate amount of such bills, if not more than the sums allowed, and if found correct, shall be approved by the Board, and paid to the Principal as soon after the first of the month as practicable.

SEC. 137. Any repairs which exceed the monthly allowance for labor and material, thus provided for, must be applied for by requisition by the Pincipal, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Board on such requisition.

SEC. 138. Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings, yards and fences in repair.

Janitors are to supply for themselves the tools for petty repairs. Materials for the repairs will be supplied by the Department.

MISCELLANEOUS.

SEC. 139. Graduating exercises must be held in public school buildings.

SEC. 140. School buildings must be used exclusively for public instruction.

SEC. 141. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the School and the Superintendent shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

SEC. 142. Any employee of this Department who wilfully fails or neglects to pay his or her just debts, having the ability to do so, shall be subject to suspension or dismissal from the Department.

SEC. 143. Whenever permission is given by the Board for the holding of any fair, or other entertainment, by any school, it shall be with the express reservation that no raffle, lottery, or like game of chance shall be held thereat, or in connection therewith.

SEC. 144. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 145. No medals or prizes shall be awarded to pupils unless authorized by the Board.

SEC. 146. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books, publications, or articles of any kind be advertised, distributed, or exhibited in schools, by teachers, pupils, or other persons.

Principals shall not allow book agents or solicitors of any kind to occupy their time or that of their assistants during school hours.

SEC. 147. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 148. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 149. No windows of any school shall be painted, frosted, or stained except in rooms in which the window space of clear, unobstructed glass exceeds one-fourth of the floor space.

In school rooms in which the light is from one side, pupils shall sit with the light at their left. If a room is lighted from two adjacent sides, the seats shall be so placed that the windows shall be in the rear and at the left of the pupils. In rooms in which the windows are on opposite sides, teachers are instructed to light the room so far as possible from the left side of the pupils.

SEC. 150. All former rules of the Board of Education and all resolutions and orders that are in conflict with these rules, are hereby rescinded.

SEC. 151. (*a.*) Any teacher in this department who, after proper examination by a physician designated by the Board of Education, shall be found to be suffering from tuberculosis or offensive catarrh, will be liable to dismissal.

(*b.*) Defective sight or hearing rendering any teacher unfit for duty shall constitute good cause for dismissal.

SEC. 152. Teachers holding regular High School or Grammar Grade Certificates shall not be required to hold a special certificate and shall be entitled to teach any subject prescribed in the Coure of Study in schools of grades corresponding to the grades of such certificates.

THE ORGANIZATION OF HIGH SCHOOLS.

1. DEPARTMENTS.

Each high school shall be organized into departments, which shall be based upon particular branches of study so far as practicable, or upon cognate branches of study, provided that a department shall always include more than one teacher. The number of the departments for each school and their designation shall be determined by the Board of Education.

2. CLASSIFICATION OF TEACHERS.

The teachers of the high schools shall be classified as follows, and the schedule of salaries in high schools shall be fixed in accordance with this classification.

(*a.*) PRINCIPALS, who shall be regularly elected teachers holding regular certificates of the high school grade, and who shall have had ten years' successful experience in teaching.

(*b.*) HEADS OF DEPARTMENTS, who shall be regularly elected teachers holding regular certificates of the high school grade, and who shall have had five years' successful experience in teaching, two of which shall have been in public high schools in the United States.

(*c.*) ASSISTANTS, who shall be regularly elected teachers holding regular or special certificates of the high school grade.

(*d.*) SPECIAL TEACHERS, who shall hold regular or special certificates of the high school grade, and who shall devote such time and perform such duties in any high school as from time to time may be authorized by this Board upon the recommendation of the Principal of the school concerned.

(*e.*) SUBSTITUTE TEACHERS, who shall hold regular certificates of the high school grade. In the case of the absence of regular teachers, substitutes shall be assigned to render such assistance as may be asked for by the Principal.

3. DUTIES.

Principals shall be governed by the general rules of this Department applicable to the position. With relation to the Principal, and in the general affairs of the school, all teachers of the above classes, including Substitute Teachers, shall be considered as assistant teachers, and shall be governed by the general rules of the Department for Assistants.

4. DUTIES OF HEADS OF DEPARTMENTS.

In addition to the duties specified above, Heads of Departments shall outline the work of their departments subject to the approval of the Principal, and give all needful advice to their assistants; they shall advise pupils in regard to choice of studies and courses, both in the high school and in the higher institutions; and they shall devote such time to the examination or supervision of the work in their departments as may be assigned to them for that purpose by the Principal.

ORDER AND DISCIPLINE.

The following suggestions in respect to "Order and Discipline," from a report of the New York City Schools, should be carefully read by every teacher, and constantly kept in mind while performing the daily school duties:

TRUE OBJECTS OF DISCIPLINE.—The training of pupils so that they shall *form right habits and learn self-control* is the true object of discipline. In all the rules and methods of discipline employed, this purpose should be kept steadily in view. Discipline, in its relation to order, exists for the sake of the pupils and the school. It prepares the way for the work of instruction, and makes it effective. Obedience is the first condition in discipline. It includes conformity to requirements as to time, place, and manner, such as punctuality, regularity, orderly habits, etc.

"LIKE BEGETS LIKE"—"As is the teacher, so will be the school." It is therefore requisite that teachers should possess fixed habits of neatness, cleanliness and order, gentleness of

manner, a watchful self-control and a cheerful spirit. In speaking, let pleasant tones of voice prevail; then the words of reproof will be more impressive and effectual.

Teachers should never forget that their pupils are constantly and closely watching their conduct, and are prone to imitate whatever they observe. Pupils should, therefore, see and hear nothing that they may not safely imitate. There is an "unconscious tuition," the silent influence of which produces the most permanent effects.

SYMPATHY FOR CHILDREN—Teachers should seek to obtain the sympathetic regard of the children by giving a due attention to their wants and requests. These should be fulfilled as far as it is proper and reasonable. Children are quick to perceive and to resent injury or injustice The possession of sympathy in its fulness is the best foundation of success in both discipline and instruction. Kindness is its practical basis. It seeks the good of the pupil, and endeavors to remove all imperfections of the individual without injury to him. Its influence for good is exceedingly strong, and its power with children nearly irresistible.

ENCOURAGE PUPILS—*Encouragement* inspires confidence. Children, more than others, need *encouragement.* It is a strong incentive to effort. Let it be given in all cases where this can be honestly done. To a want of this, in the discipline of classes, are to be ascribed the timidity and reserve often manifested among pupils by a hesitating manner and a low voice. A proper degree of encouragement will render them confident and spirited, eager to tell what they know, and in an audible tone of voice. Encouragement has a peculiar influence in promoting mental and moral improvement. Letting a boy know that you believe there is good in him is the best way of putting it there.

Develop Right Opinions--Aim to govern the class by a development of public opinion among the pupils in favor of the right and against the wrong, and thus govern individual members through the class. Give proper attention to those cases of disorder by single pupils which cannot be overcome through influence upon the class. Success in discipline does not lie in telling individual pupils their faults before the class. Attempts to detect and correct each individual misdeed in detail will not develop the right public opinion nor lead the pupils to a willing compliance with the wishes of the teacher. Judicious commendation when pupils make efforts to overcome faults, is more effective toward accomplishing the desired results.

Avoid Scolding—Harsh tones are unnecessary and improper. Words of disapprobation may be uttered by the teacher in a tone of *decision*, without the use of any severity that would imply resentment, anger or antipathy upon the part of the teacher. On the contrary, the language used and the tones of the voice should always express a feeling of *sympathy* with the child. This is the way to win the youthful mind, and to bend the will through the affections; a different course will antagonize it and prevent all real submission, securing only a temporary semblance of obedience. *Never threaten.* Harsh words and rough means, when employed to secure school order and certain results of study break down the sense of honor and destroy in the pupil proper respect for his teacher.

Attention the Basis of Good Order—*Good Order* does not require pupils to occupy for a long time a fixed position, nor to assume a constrained posture; nor to fix their eyes upon a given point; nor to be as motionless as statues. All this is unnatural, and much of it positively injurious, and whatever is unnatural is not good order. The postures of the pupil should

be graceful, easy and uniform, and should be frequently changed.

Intelligent attention, prompt and willing obedience, with quiet, orderly movements, are the chief requisites of good order.

NEATNESS, REGULARITY—Neatness, method and regularity are among the necessary elements of popular education. The character of children is greatly affected by their surroundings. These should, therefore, be neat and orderly. The rooms in which they assemble should be clean, the desks and other furniture, as far as possible, free from injury or defacement, everything giving evidence of constant attention. Children thus unconsciously acquire habits of order, neatness and regularity which have an important bearing upon their usefulness and happiness in after life.

To impart or maintain these habits, every proper means should be employed, and every requisite rule should be carefully and regularly enforced.

MORAL EDUCATION—No teacher who neglects the moral training of the pupils in the essential elements of good character does the whole duty of the instructor. The main object in moral training, as in physical and intellectual education, is to give a right direction to the action of those powers that relate to this department of our nature. Such training, to be effective, must provide suitable means for the exercise of the moral power. It consists largely in leading the children to understand *their duties to themselves and their duties toward others.* Among their duties to themselves are: *self control* in all matters relating to conduct—of the temper, the appetite and the desires; speaking the truth, and self-culture in all things that aid in forming a good character. Among their duties to others

are: obedience to parents and teachers; kindness to brothers, sisters and playmates; and the practical observance of the Golden Rule. That teacher who kindly respects the rights of the pupils, and daily illustrates the great virtue—*kindness*—in the management of pupils and in personal conduct elsewhere, will accomplish practical results in moral education which cannot be attained by rules and lectures. A spirit of true kindness pervading a school will become a fountain of virtues.

MORALS AND MANNERS.

Example of the teacher. Nothing begets character like character, politeness like politeness. Its influence is unconfined and unconfinable. It pervades the roughest soul and fills it with good cheer and upright desire. It is not what the teacher says, but what she *does* and *is*, that stamps character. Children are close imitators, and both consciously and unconsciously drink in and reflect the spirit of the teacher. If the teacher is slovenly in appearance, unrefined in manner, loud and boisterous in talk, dishonest in her dealings with pupils, fretful, intemperate, selfish, she will cast that same, cold, unwholesome, repulsive atmosphere upon the schools; if, on the other hand, she is neat and tidy in appearance, gentle and refined in voice and manner, upright and honest in all her dealings with others, sweet in temper, possessing sympathy, gentleness, patience, love, she will reflect that same benign and hallowed influence upon all with whom she comes in contact, and will evoke from them all that is sweetest, best and noblest in life. She will become a powerful instrument not only in the schools, but in uplifting the moral and social life of the community and promoting the highest interests of humanity.

APPENDIX.

EXTRACTS: STATE LAW AND RULES OF STATE BOARD OF EDUCATION.

PENAL CODE.

SEC. 308. Every person who sells, or gives, or furnishes, in any way, to another who is in fact under the age of sixteen years, any tobacco, or preparation of tobacco, is guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine not exceeding one hundred dollars; *provided, however,* that this section shall not be deemed to apply to articles furnished on prescriptions from physicians authorized by law to practice medicine, nor to persons who supply such articles to their own children, nor to sales made to such minors upon the written consent of the parents or guardians of such minors, first obtained in writing by the vendor. [Approved March 10, 1891.]

SEC. 654. Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence or hearing of a pupil thereof, is guilty of a misdemeanor.

POLITICAL CODE.

SEC. 1617. The powers and duties of Trustees of school districts, and of Boards of Education in cities, are as follows:

Seventh—To employ the teachers * * *; also, to employ janitors and other employees of the schools; to fix and order paid their compensation, unless the same be otherwise prescribed by law, *provided*, that no Board of Trustees shall enter into any contract with such employees to extend beyond the 30th day of June next ensuing.

Eighth—To suspend and expel pupils for misconduct.

Ninth—To exclude from schools children under six years of age; *provided*, that in cities and towns in which the kindergarten has been adopted, or may hereafter be adopted, as a part of the public primary schools, children may be admitted to such kindergarten classes at the age of four years.

Tenth—To enforce in schools the course of study and the use of text books prescribed and adopted by the proper authority.

Twelfth—To exclude from school and school libraries all books, publications or papers of a sectarian, partisan, or denominational character.

Thirteenth—To furnish books for the children of parents unable to purchase them; the books so furnished to belong to the school district, and to be kept in the district library, when not in use.

Fourteenth—To keep a register, open to the inspection of the public, of all children applying for admission and entitled to be admitted into the public schools, and to notify the parents or guardians of such children, when vacancies oc ur, and receive such children into the schools in the order in which they are registered.

Seventeenth—To make an annual report, on or before the first day of July, to the Superintendent of Schools, in the manner and form, and on the blanks, prescribed by the Superintendent of Public Instruction.

* * * * * * *

SEC. 1620. Writing and drawing paper, pens, inks, blackboards, blackboard rubbers, crayons and lead and slate pencils, and other necessary supplies for the use of the schools, must be furnished under the direction of the City Boards of Education and Boards of School Trustees, and charges therefor must be audited and paid as other claims against the County School Fund of their districts are audited and paid.

SEC. 1662. Every school, unless otherwise provided by law, must be open for the admission of all children between six and twenty-one years of age residing in the district, and the Board of School Trustees, or City Board of Education, have power to admit adults and children not residing in the district, whenever good reasons exist therefor. Trustees shall have the power to exclude children of filthy or vicious habits, or children suffering from contagious or infectious diseases, and also to establish separate schools for Indian children and for children of Mongolian or Chinese descent. When such separate schools are established, Indian, Chinese or Mongolian children must not be admitted into any other school.

SEC. 1664. All schools must be taught in the English language.

SEC. 1665. Instruction must be given in the following branches, in the several grades in which each may be required, viz :

Reading, writing, orthography, arithmetic, geography, grammar, history of the United States, elements of physiology and hygiene, with special instruction as to the nature of alcoholic drinks and narcotics, and their effects upon the human system; vocal music, elementary bookkeeping, industrial drawing, and civil government; provided, that instruction in physiology and hygiene, elementary bookkeeping, and civil government may be oral, no text books in these subjects being required to be purchased by the pupils; * * *.

SEC. 1667. Instruction must be given in all grades of school and in all classes during the entire school course, in manners and morals, and upon the nature of alcoholic drinks and narcotics and their effects upon the human system.

SEC. 1668. Attention must be given to such physical exercises for the pupils as may be conducive to health and vigor of body as well as mind, and to the ventilation and temperature of school rooms.

SEC. 1672. No publication of a sectarian, partisan, or denominational character must be used or distributed, or be made a part of any school library; nor must any sectarian or denominational doctrine be taught therein. * * *

SEC. 1673. No school must be continued in session more than six hours a day; and no pupil under eight years of age must be kept in school more than four hours per day. * * *

SEC. 1683. Pupils must be admitted into the schools in the order in which they apply to be registered.

SEC. 1685. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school, and habitual profanity and vulgarity good cause for suspension from school.

SEC. 1686. Any pupil who cuts, defaces, or otherwise injures any school house, fences, or outbuildings thereof, is liable to suspension or expulsion; and on the complaint of the teacher or Trustees, the parents or guardians of such pupils shall be liable for all damages.

SEC. 1687. In all schools having more than two teachers, beginners shall be taught by teachers who have had at least two years' experience, or by Normal School graduates; and in cities such teachers shall rank, in point of salary, with those of the assistant teachers in the highest grade in the Grammar Schools; and in no case shall Boards of Education or Boards of School Trustees draw orders for the salary of any teacher in violation of this provision, nor shall any Superintendent draw any requisition for the salary of any teacher in violation thereof.

SEC. 1696. Every teacher in the public school must:

* * * * * * *

Fourth. Hold pupils to a strict account for their conduct on the way to or from school, on the playground, or during recess.

Fifth. Keep a State school register in which shall be left, at the close of the term, a report showing the programme of recitations, classification, and grading of all pupils who have attended school at any time during the school year. * * *

SEC. 1697. A school month is construed and taken to be twenty school days, or four weeks of five school days each.

SEC. 1700. No warrant must be drawn in favor of any teacher unless the officer whose duty it is to draw such warrant is satisfied that the teacher has faithfully performed all the duties prescribed in Section 1696.

SEC. 1701. No requisition for a warrant shall be drawn in favor of any teacher, unless such teacher is the holder of a

proper certificate, in force for the full time for which the requisition is drawn, nor unless he was employed by the Board of Trustees or City Board of Education, or by the Superintendent of Schools, as provided in Section 1545.

SEC. 1702. It shall be the duty of all teachers to endeavor to impress upon the minds of the pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood, and to instruct them in the principles of a free government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

SEC. 1704. No person is eligible to teach in any public school in this State, or to receive a certificate to teach, who has not attained the age of 18 years.

1791. Each City Board of Examination has power,—

* * * * * * *

Fourth—For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the City Board of Education the revocation of any certificates previously granted by said Board of Education in such city, or city and county.

* * * * * * *

SEC. 1860. No school district is entitled to receive any apportionment of State or County School Moneys unless the teachers employed in the schools of such districts hold legal certificates of fitness for teaching, in full force and effect.

SEC. 1861. The State School Fund must be used for no other purpose than the payment of the salaries of teachers of primary and grammar schools.

SEC. 1867. Any parent, guardian, or other person who shall insult or abuse any teacher in the presence of the school shall

be guilty of a misdemeanor, and be liable to a fine of not less than ten nor exceeding one hundred dollars.

SEC. 1870. No officer named in this title, or teacher in any public school, held under the provisions of this title, must act as agent for any author, publisher, book-seller, or other person, to introduce any book, apparatus, furniture, or any other article whatever, in the common schools of this State, or any one or more of them, or directly or indirectly contract for, or receive any gift or reward for so introducing or recommending the same; and any officer so acting or receiving must be deemed guilty of a misdemeanor, and on conviction, be punished by fine or imprisonment, and be removed from office.

SEC. 1871. Certificates shall be issued to such persons only as shall have given evidence of good, moral character.

SEC. 1878. The school year begins on the first day of July and ends on the last day of June.

SEC. 1879. The offering of any valuable thing to any member of a Board of Education or Board of School Trustees, with the intent thereby to influence his action in regard to the granting of any teacher's certificate, the appointment of any teacher, Superintendent, or other officer or employee, the adoption of any text-book, or the making of any contract to which the Board of Education of which he is a member shall be a party, or the acceptance by any member of the Board of Education or Board of School Trustees of any valuable thing, with corrupt intent, shall be a misdemeanor, punishable as by law provided. Any person may be compelled to testify in any lawful investigation or judicial proceeding against any person who may be charged with any offense described in this section. Any contract or appointment obtained from a Board of Education or Board of School Trustees by corrupt means shall be void.

RULES OF THE STATE BOARD OF EDUCATION.

(As per Sec. 1521, Pol. Code.)

* * * * * * *

SEC. 7. It is expected that teachers will exercise a general inspection over the conduct of scholars going to and returning from school. They shall exert their influence to prevent all quarreling and disagreement, all rude and noisy behavior in the streets, all vulgar and profane language, all improper games, and all disrespect to citizens and strangers.

SEC. 8. * * * Teachers *shall be held responsible* for any want of *neatness or cleanliness* about their school premises. * *

* * * * * * *

SEC. 11. Teachers are authorized to *require excuses* from the parents or guardians of pupils, either in person or by written note, in all cases of *absence* or *tardiness*, or of dismissal before the close of school.

SEC. 12. No person shall be allowed to retain connection with any public school, *unless furnished with books, slates and other utensils* required to be used in the class to which he belongs; *provided*, that no pupil shall be excluded for such cause, unless the parent or guardian shall have been furnished by the teacher with a list of books or articles needed, and one week shall have elapsed after such notice without the pupil obtaining said books. * * *

SEC. 13. Any pupil who shall in any way cut or otherwise injure any school-house or injure any fences, trees, or outbuildings belonging to any of the school estates, or shall write any profane or obscene language, or make any obscene pictures or characters on the school premises, shall be liable to suspension,

expulsion, or other punishment, according to the nature of the offense. * * * All damage done to school property by any of the pupils shall be repaired at the expense of the party committing the trespass. * * *

* * * * * * *

SEC. 17. It shall be the duty of the teachers of the schools to read to the pupils, from time to time, so much of the school regulations as apply to them, that they may have a clear understanding of the rules by which they are governed.

COMPULSORY EDUCATION.

AN ACT TO ENFORCE THE EDUCATIONAL RIGHTS OF CHILDREN.

(Approved March 28, 1874.)

SEC. 1. Every parent, guardian, or other person, in the State of California, having control and charge of any child or children between the ages of eight and fourteen years, shall be required to send any such child or children to a public school for a period of at least two-thirds of the time during which a public school shall be taught in each city, or city and county, or school district, in each school year, commencing on the first day of July in the year of our Lord one thousand eight hundred and seventy-four, at least twelve weeks of which shall be consecutive, unless such child or children are excused from such attendance by the Board of Education of the city, or city and county, or of the Trustees of the school district in which such parents, guardians, or other persons reside, upon its being shown to their satisfaction that his or her bodily or mental

condition has been such as to prevent attendance at school or application to study for the period required, or that the parents or guardians are extremely poor or sick, or that such child or children are taught in a private school, or at home, in such branches as are usually taught in the primary schools of this State, or have already acquired a good knowledge of such branches; *provided*, in case a public school shall not be taught for three months during the year within one mile by the nearest traveled road of the residence of any person within the school district, he shall not be liable to the provisions of this Act.

* * * * * * *

SEC. 3. In case any parent, guardian or other person shall fail to comply with the provisions of this Act, said parent, guardian, or other person shall be deemed guilty of a misdemeanor, and shall be liable to a fine of not more than twenty dollars; and for the second and each subsequent offense the fine shall not be less than twenty dollars nor more than fifty dollars; and the parent, guardian, or other person so convicted shall pay all costs. Each such fine shall be paid to the Secrtary of the Board of Education.

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RULES

OF THE

Board of Education

GOVERNING THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

ADOPTED MARCH 2, 1905

PRESS OF
PHILLIPS & VAN ORDEN CO.
SAN FRANCISCO, CAL.

BOARD OF EDUCATION

1905

PRESIDENT . . . ALFRED RONCOVIERI

MEMBERS

AARON ALTMANN

LAWRENCE F. WALSH

THOS. F. BOYLE

SUPERINTENDENT

W. H. LANGDON, *Ex. Officio*

OFFICE HOURS

Mondays and Thursdays, from 3:30 to 5:00 P. M.
Saturdays, from 10 A. M. to 12 M.
Board meets each Thursday at 3 P. M.

General Office, Second Floor, City Hall

RULES

OF THE

BOARD OF EDUCATION

THE PRESIDENT.

Election of President

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

Duties and Powers of President

SEC. 3. The duties and powers of the President shall be as follows:

First—To preside at the meetings of the Board, and to preserve order and decorum.

Second—To decide all points of order, subject to an appeal to the Board.

Third—To order a vote of the Board to be taken in every instance where a power is exercised, by a call of the yeas and nays, or at the request of any member of the Board, such vote to be entered in the minutes of the Board.

Appoint Special Committees

Fourth—To appoint all special committees of the Board unless such appointments be otherwise provided for.

Suspend schools or classes

Fifth—To suspend any or all schools or classes when deemed necessary or advisable, and

to submit such action to the Board for its approval at the earliest opportunity.

Postpone meetings

Sixth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Sign papers

Seventh—To sign all teachers' certificates, diplomas, contracts, leases and other legal documents which require execution in the name of the Board.

Approve bonds

Eighth—To approve the official bonds of the employees of the Board.

Call meetings of Principals and Teachers

Ninth—To call meetings of principals and teachers.

Act for Board

Tenth—To act for the Board in the interim of the meetings, and to report all such action to the Board at its next meeting for its ratification.

MEETINGS.

Regular meeting

SEC. 4. The regular meeting of the Board shall be held on Thursday of each week.

SEC. 5. The hour for opening the sessions of the Board shall be 3 o'clock p. m., if a quorum be present. If a quorum be not obtained, the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

Special meetings

SEC. 6. Special meetings may be called by the President, whenever in his judgment the needs of the Department require them.

SEC. 7. The President, or three members, may call a special meeting of the Board; but no meeting of the Board shall be called on shorter notice than twenty-four hours, nor without writ-

ten notices sent to each member by the Secretary, specifying the objects of the meeting; and no business shall be transacted thereat, except that for which the meeting shall have been called.

QUORUM.

Quorum

SEC. 8. Three members of the Board shall constitute a quorum, and shall be necessary for the transaction of any business.

RULES OF ORDER.

Rules of order

SEC. 9. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Roberts' Manual."

SEC. 10. No measure or proposition shall be valid unless it be passed by three votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 11. A reconsideration can be had only at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

Amendment of Rules

SEC. 12. Any rules adopted by the Board may be amended or repealed by the affirmative vote of three members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 13. Any rule of the Board may be suspended by an affirmative vote of three members thereof.

ORDER OF BUSINESS.

Order of business

SEC. 14. The following shall be the order of business at all regular meetings of the Board:

1. Roll call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Appointment, Nomination and Election of Teachers.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.
9. Good of the Department.

RULES.

It shall be the duty of the Board and it shall have power:

Appointment, Transfer and Dismissal of Teachers

1. To appoint, transfer and dismiss teachers and determine their rank.

Incompetency

2. To consider charges of incompetency made against any teacher in the schools.

Discipline

3. To attend to all matters of discipline referred to it by the Principals, or by the Superintendent.

Investigation of Suspensions

4. To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent.

Leave of Absence

5. To consider all applications from teachers for transfers or leaves of absence.

Course of Study

6. To adopt and revise the course of study to be pursued in the schools, and, from time to time, to adopt such changes therein as may be deemed desirable.

Text Books and Supplies

7. To adopt the text-books and books for supplementary use in the public schools, and to

purchase such apparatus, books, stationery and other class-room supplies as may be required.

Promotions, Transfer, Graduation

8. To determine the promotion of classes; their standing and classification; and adopt rules for the promotion of pupils from grade to grade, from school to school, and for the transfer and the graduation of pupils.

Competitive Civil Service Plan of appointment

9. To establish and annually conduct a competitive Civil Service examination for the appointment of teachers to the substitute list of the elementary and grammar day schools of the City and County of San Francisco, provided that such examination shall be both written and oral on the Theory and Practice of teaching and such other topics as may from time to time be announced by the Board of Education, and further provided that no person shall be permitted to take said examination unless he or she is perfectly sound in health and the holder of a teacher's certificate of a grade not lower than the grammar grade, valid under the laws of the State of California. Teachers successful in said examination shall be placed on the substitute list in the order of their standing, and shall be appointed to regular positions in the same order subject, however, to a satisfactory probationary service of two years before final election.

SUPERINTENDENT OF COMMON SCHOOLS.

Sec. 15. The Superintendent shall have power and it shall be his duty:

Superintendent the Executive of Board

1. To act as the Executive Officer of the Board of Education, and to superintend and report on the courses of instruction in the Public Schools of the City and County.

Duty to supervise instruction

2. To direct and supervise the details of instruction in such schools, noting the manner in which their defects may be remedied and their efficiency promoted.

Report infraction of Rules

3. To report to the Board all teachers or other employeés of the Department whom he may deem guilty of any infraction of the rules, or other misconduct.

Call meetings of Principals or Teachers

4. To call meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

Assist Board

5. To render such aid, and to communicate such information to the Board as may be required.

File reports

6. To keep on file in his office, for the inspection of the Board, all reports of the Deputy Superintendents and Principals of Schools.

Act on disciplinary cases

7. To investigate all cases of suspension or discipline of pupils which the Principals have been unable to adjust; and, in the event of his inability to settle the same, to refer them to the Board.

Transfer Pupils

8. To transfer pupils from one school to another, when good reasons exist for so doing.

General duties

9. To attend to such other matters as may, from time to time, be referred to him by the Board of Education.

SECRETARY OF THE BOARD OF EDUCATION.

SEC. 16. It shall be the duty of the Secretary of the Board:

Secretary to keep all records of Board

1. To have charge of all records of the Board, and of all papers directed to be filed, and to see that statistics obtained from Principals' reports and otherwise are correctly tabulated, summed and averaged.

2. To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

Collect moneys

3. To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, shall take the Treasurer's receipt for the same, and account to the Board at first regular meeting thereafter.

Notify of meetings

4. To notify members of the Board of all meetings.

Notify interested parties of Board action

5. To notify teachers of their appointment to positions in the Department, to notify teachers and other employees of any action of the Board in which they may be concerned, and to give such other notices as may be required of him by the Board.

Sign documents

6. To authenticate by his signature jointly with the President of the Board of Education all money orders, checks, leases, contracts and other legal documents which require execution in the name of the Board.

Certify correctness of bills

7. To examine and certify to the correctness of all bills or claims presented to the Board for payment.

Keep accounts

8. To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

Make annual financial report

9. To present to the Board, as soon as practicable after the close of the fiscal year, a balance sheet of all books of accounts kept by him.

Publish advertisements

10. To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

Give bonds

11. To give a bond before entering on the discharge of his duties in the sum of five thousand dollars, for the faithful performance thereof.

Supervise attaches

12. To superintend the Assistant Secretaries, Stenographers and other attaches of the office of the Board of Education.

Receive bids

13. All bids and proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Secretary, at a public meeting of the Board, and shall be opened by him at such meeting.

STOREKEEPER.

Storekeeper elected by Board

SEC. 17. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board. It shall be his duty:

Keep requisition books

1. To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

Insist upon due signatures for requisitions

2. To see that all requisitions for the purchase of supplies are duly signed by the regularly authorized member of the Board of Education, and no such requisition shall be valid without such signature.

Receipt for supplies

3. To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department storehouse, and when so delivered he shall give his receipt therefor.

Refuse supplies unless purchased in due form

4. To refuse to receive any supplies unless accompanied by a requisition properly drawn up and signed by the regularly authorized member

of the Board of Education, and also by bills in triplicate, showing in detail the articles furnished, the prices thereof, the date of delivery and the number of the requisition.

File bills with Secretary

5. To file the triplicate bills with the Secretary of the Board of Education within forty-eight hours after the receipt of the goods. He shall retain in his office the original bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

Examine goods

6. To examine all materials furnished under contract, and see that the same are furnished in accordance with the specifications and samples, rejecting any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

Instruct Dealers to make out demands

7. To instruct the dealer, at the time of delivery of any articles, to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

Keep stock accounts

8. To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, with cost thereof, and also all articles returned by the schools.

Deliver supplies to schools on requisition

9. To deliver supplies for the use of any school only upon a requisition presented to him, properly drawn and signed by the Principal of the school and countersigned by the regularly authorized member of the Board.

Deliver supplies to Board on requisition

10. To deliver supplies for use in the office of the Board of Education only upon requisition presented to him, signed by the Secretary of the Board and countersigned by the President.

Take receipts for supplies

11. To take a receipt for all supplies delivered by him, specifying the name of each article delivered, sending the original receipt to the Secretary of the Board of Education within forty-eight hours after the delivery of the supplies.

12. To perform such other duties appertaining to his position as may be directed by the Board.

Furnish bond

13. To furnish a bond in the sum of $3,000 for the faithful performance of his duties, to be approved by the President of the Board of Education.

RULES OF THE BOARD

RELATING TO

PUBLIC SCHOOLS

Former rules rescinded

SEC. 18. *All former rules of the Board of Education, and all resolutions and orders that are in conflict with the following rules are hereby rescinded.*

Classes of schools

SEC. 19. The schools of the Department are classed as Primary, Grammar, Evening and High Schools.

Fiscal year

SEC. 20. The fiscal year shall begin on the first day of July and end on the last day of the following June.

Terms and Vacations

(*a*) The school year shall consist of forty-two weeks of instruction divided into two terms of twenty-one weeks each. The first term shall be known as the Fall Term and the second term shall be known as the Spring Term.

FALL TERM.

(*b*) The Fall Term shall begin on the seventh Monday after the Friday immediately preceding the 4th of July (the close of the Spring Term), and it shall continue for twenty-one weeks exclusive of the Christmas holiday vacation.

CHRISTMAS VACATION.

(*c*) If Christmas should fall on a Sunday, Monday or Tuesday, the Christmas vacation shall begin on Monday of the preceding week, and the schools shall re-open on the day follow-

ing New Year's Day. Should Christmas fall on a Wednesday, Thursday, Friday or Saturday, the Christmas vacation shall begin on Monday of the same week and the schools shall reopen on the Monday following the first day of January.

SPRING TERM.

(*d*) The Spring Term shall begin on the Monday immediately following the close of the Fall Term (usually the fourth Monday in January), and it shall continue for twenty-one weeks exclusive of a Mid-Term Easter vacation of two weeks duration; one week of this vacation shall immediately precede Easter Sunday, the other shall follow or precede said week at the discretion of the Board of Education. The Spring Term shall terminate on the Friday immediately preceding July 4th.

SUMMER VACATION.

(*e*) The Summer Vacation shall begin on the first Monday after the Friday immediately preceding the 4th of July and shall continue for six weeks until the beginning of the next Fall Term.

Holidays

SEC. 21. There shall be no school on Saturdays, Sundays, or any legal holiday, except election day. The following days shall be observed as holidays: Christmas, New Year's, Washington's Birthday, First of May, Memorial Day, the Fourth of July, State Labor Day, Admission Day, Thanksgiving Day and the day following. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday.

Suspension of schools

SEC. 22. The President of the Board, or in his absence, the Superintendent, shall have power to suspend all the schools, or any particu-

lar school or class, if deemed by him necessary or desirable, and his action shall be reported to the Board at the next regular meeting.

Sessions

SEC. 23. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock and end at 12. At 10:30 study and recitation in Primary and Grammar grades shall cease for a period of twenty minutes and pupils be marched to the yards for recess; said twenty minutes shall include the time necessary for leaving and returning to rooms, and all preparations and exercises incidental thereto. The afternoon session shall begin at 12 M. and end at 3 P. M. except that in Primary grades the afternoon session shall close at 2:30 P. M. There shall be a cessation of study and recitation from 11:55 to 1 P. M. Calisthenic exercises of five minutes each shall be given at 10 A. M. and in the middle of the afternoon. Lines must be formed in yards at ten minutes before 9 A. M. and at 1 o'clock P. M.

Opening hours

SEC. 24. The school yards shall be open at half past eight, and pupils admitted to their class rooms at ten minutes to 9. In inclement weather class rooms shall be open at 8:35.

Primary schools

SEC. 25. Day schools having Primary grades and an average daily attendance of less than 200 pupils in the Grammar grades, shall be known as Primary schools.

Grammar schools

SEC. 26. Schools having an average daily attendance of 200 pupils or more in the Grammar grades shall be known as Grammar schools; provided, that each of the Grammar grades shall have been represented.

Primary and Grammar grades

SEC. 27. All grades below the Fifth shall be known as Primary grades, and all from the Fifth to the Eighth, both inclusive, shall be known as Grammar grades.

When Principals shall not teach

SEC. 28. Each Primary school shall be taught by a Principal and such assistants as may be necessary; but in schools having eight classes or more, the Principal shall not be required to teach each class.

Principal, Vice-Principal and Assistants in Grammar schools

SEC. 29. Each Grammar school shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed.

PRINCIPALS.

Principals executive heads

SEC. 30. Principals of schools are the responsible administrative heads of their respective schools, and shall instruct heads of departments and teachers in all matters pertaining to discipline and teaching. They shall take all proper measures to carry out in their several schools all requirements of the Board of Education expressed in its by-laws, rules, regulations and resolutions, and all instructions issued in pursuance thereof by the Superintendent of Schools.

Principals shall enforce provisions of course of study

Principals shall establish a high standard of teaching in their respective schools by so planning teachers' work that the education of pupils through the various subjects of the course of study shall be continuous from the lowest grade to the highest, and that pupils may be led to reinforce the study of each subject by the

study of the other subjects; by frequent inspections and examinations of classwork, and by giving model lessons in the presence of teachers; and by subsequent conferences with the teachers affected on the results of such inspections, examinations and model lessons, for the purpose of correcting errors and increasing efficiency.

Records of schools

Principals shall keep a record of all class inspections and examinations, of conferences with teachers, and of such other matters affecting their respective schools as they may deem necessary.

Principals shall require heads of departments to keep similar records of their work.

It shall be the duty of Principals:

Principals to enforce rules

1. To observe and enforce the rules of the Board, and to report to the Board any violation thereof by their assistant teachers or janitors.

Follow course of study

2. To carry into effect the Course of Study and the general directions either of the Superintendent or of the Board.

Keep doors unlocked

3. To see that outside doors of the school building remain unlocked during school hours.

Call meeting on first Tuesday of each month

4. In all schools of three or more classes, to call a meeting of assistants after school hours, on the first Tuesday of each school month, and as often during the month as may be deemed necessary to consider points of discipline and methods of instruction.

Report on efficiency of Teachers

5. To make a written report to the Board and to the Superintendent on the 20th day of June and on the 10th day of January of each fiscal year as to the efficiency and success of the teachers in their schools.

Visit all grades

6. In buildings of eight or more classes, principals shall daily visit all the grades of their respective schools to advise, assist and encourage the teachers in their work by suggestions and by illustrative teaching. They shall support their assistant teachers in maintaining discipline and endeavor to correct objectionable methods of discipline and instruction, and it shall be their duty to report to the Board and to the Superintendent such as may be persisted in by any teacher.

Hours and duties

7. In buildings of eight or more classes, Principals shall visit every class and grade under their charge daily; they shall examine the work thereof and exemplify methods of instruction by teaching each subject before pupils and teachers, devoting thereto all the time that is not otherwise occupied in attending to matters of discipline and general supervision. They shall however, as far as possible, conduct not less than one recitation of one full period daily in their respective schools, and regularly alternate in all the subjects of the course of study in every class, except in special subjects. They shall make a report on official blanks prepared for that purpose at the end of each school month to the Board and to the Superintendent of the character and extent of the work thus done, and the time spent in each subject in each class in the school. They shall keep regular office hours on each school day for the transaction of general school business connected with their official duties, including matters of discipline. Notice of office hours shall be posted by Principals on their office doors.

Treat Assistants courteously

8. Principals must at all times address their assistants in a courteous manner, and under no circumstances must they reprimand, adversely

criticize or do anything that will humiliate a teacher in the presence of the pupils.

Post programs

9. Principals shall cause written programs of the daily exercises of the several grades to be placed in some conspicuous place in the school rooms.

Suspend Teachers

10. When a teacher has been reported as incompetent, or as guilty of unprofessional, insubordinate or immoral conduct, the Superintendent or President of the Board shall at once suspend such teacher from service, pending the investigation and final disposition of such report or charge.

Send reports to Board

11. Principals shall send to the office of the Board at the close of the last school day of each calendar month, a report embodying a record of the attendance, absence and tardiness of themselves and assistants for the current month, giving the exact time and date and the causes for said absence or tardiness. Such reports shall include the record of attendance upon required meetings for special instruction, and the number and duration of lessons given by special teachers. Principals of day schools failing to present such report on the last school day of each calendar month, and Principals of evening schools failing to present the same before 9 o'clock A. M. of the next school day, shall forfeit $5.00 of their salary.

Attention is called to the salary schedule in force providing fines for tardiness and deduction from salary for absence.

Send reports to Board and Superintendent

12. Principals shall send to the office of the Board and the Superintendent on or before the Tuesday following the close of the school month the regular monthly report of the attendance

of pupils, with every required blank space thereon properly filled in either by a number or by a 0.

Acknowledge receipt of communications

13. Principals shall promptly acknowledge the receipt of all resolutions and circulars issued from the office of the Superintendent of Schools or the Board of Education. Principals who fail to comply with this rule shall forfeit one dollar of their salary.

Act as Librarians

SEC. 31. Principals are *ex officio* librarians of their schools; they shall keep a record and see that the books in the school library are properly marked, numbered and catalogued, and shall regulate their issuance, with a view to making them as useful as possible.

General discipline and management

SEC. 32. Principals shall be responsible for the general discipline and management of their schools. They shall exercise personal supervision in their school yards, giving all necessary support to their Vice-Principals and assistants, and hold their assistants responsible for the order and condition of their rooms, particularly as regards the proper ventilating, warming, and all things necessary for the preservation of the health of the teachers and pupils.

Shall remain after school

(*a*) Principals shall be at their schools not later than 8:30 a. m. and shall remain at least fifteen minutes after school is dismissed for the purpose of meeting parents, teachers or pupils on school business. They shall record the time of their arrival and departure daily in the teachers' time book.

Must not leave school

(*b*) Principals shall not leave their schools during school hours except on school business, unless previously excused by the Board or by the President thereof or Superintendent in the interim between meetings.

Take charge of yard

SEC. 33. From 8:30 a. m. to 9 a. m., at recess, and at noon intermission, Principals shall take charge of one yard and shall detail the Vice-Principal to take charge of the other yard. In schools having no Vice-Principal, the Principal shall take charge of one yard and shall detail assistants, in regular order, to take charge of the other yard. Principals may detail assistants to do their yard duty only in cases of emergency.

May give public exhibitions

SEC. 34. Principals are authorized to hold public exhibitions or public oral examinations during any day of the last three days of each term.

May promote pupils

SEC. 35. Principals may promote deserving pupils, and may put back incapable pupils, at any time during the year. Promotion from division to division and from grade to grade shall be made at the end of each school term. The promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher.

Must report assignment of classes and number of pupils

SEC. 36. Within two weeks after the opening of school in each term, the Principal of each school must make a report to the Board and to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class, on blanks supplied for that purpose.

Must post teacher's name on door

SEC. 37. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class room.

Must arrange for special subjects

SEC. 38. Principals must arrange exchanges of classes and teachers so that instruction may be given in special subjects prescribed by the Course of Study.

Must report each month on substitute teachers

SEC. 39. At the close of each school month Principals must report to the Board and the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools. Three adverse reports from as many Principals against any substitute will work the forfeiture of the position of said substitute in this Department.

Are responsible for care of buildings

SEC. 40. Principals are responsible for the care and cleanliness of their buildings, and shall have entire control of their janitors in the discharge of their duties.

May call for substitute once a month

(*a*) In schools of three to seven classes, both inclusive, Principals may call for a substitute one day in each month in order that they may the better supervise their schools.

Enroll new pupils from school neighborhood

(*b*) In enrolling new pupils Principals must give preference to those living nearest their schools during the first two weeks of a new school term, and shall admit no pupil who lives nearer another school with the same grade for two weeks after the opening of each school term, except in Cosmopolitan or High Schools.

Shall keep amendments to these rules

(*c*) Principals when officially notified of any changes or amendments to these rules, shall have them neatly inserted in each copy of the Rules belonging to the teachers in their respective schools.

CLASSIFICATION.

Assignment of teachers reported to Board and Superintendent

SEC. 41. (*a*) At the close or at the beginning of the school year, Principals shall classify their schools, assigning teachers to the class for which they consider them best fitted, sending reports of said classification within two weeks thereafter to the Board and the Superintendent.

Such assignments shall be subject to the approval of the Board.

Principal must notify Board of grade of vacancy

(*b*) Whenever a vacancy shall occur in any school, it shall be the duty of the Principal to notify the Board of Education of the grade of the class for which the teacher is required.

Occupancy of rooms

SEC. 42. Principals shall annually so assign teachers to class rooms that they shall alternate in the occupancy of desirable and undesirable rooms, avoiding as far as possible changes which will require moving desks. First and eighth grades shall be assigned to rooms on first floor.

Size of classes

SEC. 43. First grade classes shall consist at the beginning of the school year of at least 40 pupils enrolled. Whenever the average daily attendance shall fall below 35, the Superintendent shall report the fact to the Board, and if in his judgment it be advisable, shall recommend a plan for consolidation or for the formation of a new class. Other Primary and Grammar classes shall consist of at least 45 pupils enrolled at the beginning of the school year, and the Superintendent shall likewise report when the average daily attendance falls below 40. In schools having less than four classes these numbers may be modified to meet the needs of classification.

First grade pay for teachers of mixed grades

SEC. 44. Teachers of mixed first and second grades shall receive first grade pay, providing that their classes have an average daily attendance of 30 pupils in the first grade.

SUBSTITUTES.

25 teachers compose day substitute list

SEC. 45. The regular Day Substitute List shall consist of 25 teachers, taken in the order of their standing in the competitive exam-

ination; who shall report for duty daily at 8:30 a. m. at the office of the Secretary of the Board.

Employment of substitutes

SEC. 46. In the case of absences of teachers (except as provided in Section 87 of these rules, Principals must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. Principals may call for a substitute for the morning or for the afternoon session, or for both. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the entire day, and the regular teacher shall forfeit pay for half a day.

Substitutes to attend Superintendent's meetings

SEC. 47. Substitutes must attend meetings at the call of the Superintendent.

Must be familiar with course of study

SEC. 48. Substitutes are required to make themselves familiar with the Course of Study, so that they may know the work of every grade for every quarter of the school year.

On application to the Secretary, blank forms shall be furnished to substitutes, on which they must specify in detail where, when, and for whom they have been substituted. These reports, certified to by their respective Principals, must be presented at the office of the Secretary on the last school day of each calendar month.

DISCIPLINE.

Order before and after school and during intermission

SEC. 49. Teachers must co-operate with their principals in the management of their pupils before and after school sessions, and at recess, and at the noon intermission. Good order must be maintained in the rooms, halls and on school grounds and sidewalks immediately

adjoining school houses. Teachers must be at the station to which they have been assigned in halls, yards and on stairways, promptly at the time specified by Principals for such duty, and must not loiter in halls or visit one another's rooms while on duty. If a teacher shall fail to be at his or her post of duty, the Principal shall report such failure to the Board.

Teachers not to visit while on duty

Teachers empowered to command order

SEC. 50. Every teacher is hereby especially empowered and enjoined to command order on or about the school premises, on the part of every pupil connected with the public schools.

Degrading punishment forbidden

SEC. 51. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of sarcastic or discourteous language towards pupils or parents, is expressly forbidden.

Habitual truants to be reported to Secretary

SEC. 52. Principals shall report the names and residences of habitual truants to the Secretary of the Board whenever the assistance of the Truant Officer is required.

Pupils may be excluded from class

SEC. 53. Pupils may be temporarily excluded from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

Suspension or expulsion for defacing school property or for disturbance

SEC. 54. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers, before their classes, or on school premises, or by letter, shall be liable to suspension or expulsion.

CORPORAL PUNISHMENT.

Corporal punishment forbidden in High Schools or for girls

SEC. 55. Corporal punishment shall not be administered in the High Schools, nor to girls in any of the schools of the Department. Such punishment must be administered either by Principals or with written consent of Principals, by assistants, and shall be resorted to only in extreme cases when all other means fail to maintain discipline. No excessive, cruel or unusual punishment shall be allowed. The use of either the rattan or the strap in administering punishment is optional. Corporal punishment must be administered in presence of a witness.

Principals to keep record of corporal punishment

SEC. 56. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed and the character of the punishment. At the close of each school month, a transcript of this record shall be sent on official blanks to the Board and the Superintendent.

SUSPENSION AND EXPULSION.

Suspension of pupils

SEC. 57. A pupil is suspended when, because of his misconduct, he is deprived of school privileges for a stated or an indefinite time, or pending action by the Superintendent or the Board of Education. No suspended pupil shall be reinstated until the Principal and the class teacher shall have been heard in regard to the case.

Term of suspension

SEC. 58. Principals may suspend pupils for a definite period not exceeding one week, or indefinitely until the Superintendent can act on the suspension.

Suspensions must be reported to superintendent and parent

SEC. 59. They must immediately report any suspension to the Superintendent, who shall decide all appeal cases, or report them, if necessary, to the Board. When a pupil is suspended, the Principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. The *address* of parent or guardian must be written on suspension notice to the Superintendent.

Expulsion only by vote of Board

SEC. 60. Pupils shall be expelled only by vote of the Board. Continued willful disobedience, open defiance of the authority of the teacher or immoral conduct, constitutes good cause for expulsion from schools.

DUTIES OF TEACHERS.

Punctuality

SEC. 61. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal. (Preparation for dismissal must not be made until within five minutes of the time set for the same.)

Hours of duty

SEC. 62. (*a*) Teachers, first having recorded the time of their arrival in the time book, must be in their class rooms fifteen minutes before the opening of school (and ten minutes earlier if the weather be inclement). Principals must take possession of the time book at 8:45 a. m., (and ten minutes earlier in inclement weather). All teachers whose time has not been recorded must be marked as tardy by the Principal. Teachers leaving school premises for lunch must return at 12:50 p. m., or be marked as tardy by the Principal.

Hours for evening school teachers

(*b*) Teachers in *evening* schools, first having recorded the time of their arrival in the time book, must be in their class rooms at 7 o'clock p. m., at which time Principals must take possession of said time book, and all teachers whose time is not therein recorded must be marked as tardy by the Principal. If a teacher be tardy at his or her post of duty, the Principal shall report such tardiness to the Board on the "Monthly Report of Attendance and Absence of Teachers Blank."

Fines for tardiness

(*c*) For the first tardiness, fifty cents; second tardiness, one dollar, and third tardiness two dollars shall be deducted from the monthly salary demand.

Time to secure supplies

(*d*) Before begining of class exercises teachers must get all necessary supplies, as pencils, chalk (also maps, etc.), from the Principal and library, and by so doing prevent wasting the school time for this purpose.

Pupils must leave before teachers

(*e*) Teachers must not leave the school until all of the pupils of their classes have left the building.

Rules read to pupils each term

(*f*) Teachers are required to keep a copy of the rules in their schoolrooms and to read to their pupils, at least once a term, so much of the same as will give them a clear understanding of the regulations by which they are governed and graded.

Written excuses required

SEC. 63. Teachers must enforce the law of the State of California: "Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." Written requests from parents are necessary to secure permission to be dismissed before the close of school exercises.

In case of tardiness, a note of excuse must be presented not later than the following morning.

Pupils who fail to comply with these regulations may be suspended or punished at the discretion of the Principal.

Care of furniture and books

SEC. 64. Teachers must exercise reasonable supervision over the furniture of the classroom and the text-books of the pupils, and must inspect both from time to time, and prevent their defacement or wanton destruction. At the close of each school year they may take from all pupils that have been promoted, or are leaving school, a list of books that such pupils wish to sell, together with their names and addresses, which list shall be furnished new pupils on entrance to their classes.

Pupils cannot receive private instruction for pay

SEC. 65. Principals and teachers must not give private instruction for pay, nor for any other compensation, to pupils in their school, nor shall such private instruction be given in any building or room belonging to the Public School Department.

Permanent records must be kept by every teacher

SEC. 66. Each assistant teaching a class above the second grade shall keep permanent records showing the standing and deportment of each pupil. These records must be deposited with the Principal at close of school year. Teachers of Grammar and High School classes and of Primary grades above the Second, shall send, once a month, reports, in required form, to parents and guardians. These reports, properly signed by parents or guardians, must be returned by pupils on the morning following the day of their issuance. No work *whatever pertaining to the making of reports,* or to the com-

pilation of any school records, shall be done during teaching or school hours.

Application for transfer of teachers last two weeks of term

All applications for transfers of teachers must be made to the Board during the last two weeks of either school term, and not later than two weeks before the opening of either school term.

State Register kept by every teacher

SEC. 67. Each assistant teacher must keep a "State Register," in the required form, including the name, age and residence of each pupil, together with the name and the telephone number of the parent or guardian.

Daily program kept

SEC. 68. The teacher of each grade must prepare a program of daily exercises, a copy of which shall be kept posted conspicuously in the school-room, and another in the State Register.

Ventilation and temperature

SEC. 69. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess, after school and at every change of lessons, they shall open doors and windows, so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after one o'clock. During the season in which fires are required in schools, teachers must endeavor to keep their rooms at a temperature not below 65 degrees and not above 70 degrees F.

No menial service from pupils

SEC. 70. Principals and Teachers are strictly forbidden to require their pupils to perform any menial services, or to send them on private or

personal errands, or to send them from their rooms on any errand whatever during school hours, except to the Principal's office.

Teachers not to leave rooms to converse

Teachers must not leave their rooms to converse with one another during teaching hours, except by permission of Principals.

Principals must, on the last school day of each term, make a report to the Board of Education of all books loaned to indigent pupils during said term; of the number and condition of books returned, together with reasons for the non-return of books. Principals must keep accurate catalogues of the books in their schools.

ABSENCE OF TEACHERS.

Absence affects vacation salary

SEC. 71. Any teacher who commences to teach after the beginning of the school year, or who shall resign or shall take a leave of absence during said year, shall receive in the aggregate for services rendered such a part of the summer vacation salary as the weeks of service rendered is to the total number of weeks of service required.

Leaves of absence for less than six months

SEC. 72. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

Longer leave forfeits place in particular school

SEC. 73. Any teacher taking a leave of absence for six months or ~~more forfeits her~~ right ~~to return to any particular school~~. Teachers who have served continuously in the Department for five years may be granted leave of absence without pay for not more than one year, *provided*, that such leave of absence shall be granted only from the beginning of a term, except in cases of total disability.

Three years for Advanced Study

SEC. 74. At the discretion of the Board, when a teacher desires to pursue advanced studies, the leave may be for a period not ex-

ceeding three years, teachers forfeiting right to any particular grade or class.

Absence without permission

SEC. 75. Teachers desiring to be absent from duty for more than one calendar week must give notice thereof to the Board, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Board. In cases of sickness, or other emergency, teachers may absent themselves temporarily without permission for a term not to exceed five days, without loss of salary for the Saturday and Sunday following. Provided, however, that teachers absenting themselves for more than one calendar week—that is, for the number of school days contained in one calendar week—and absenting themselves for more than one school day in the next succeeding week, will be regarded as having been on a leave of absence from the first day's absence.

Absence for less than one hour

SEC. 76. Principals may excuse the absence of teachers for less than one hour, for good cause, without loss of pay, but the Principal must take charge of the class, and specify the cause on the monthly report of attendance and absence of teachers. Provided, however, that this rule shall not apply to cases of tardiness.

Vice-Principal to have charge of school during absence of Principal

SEC. 77. The Vice-Principal shall have charge of the school during the absence of the Principal. In the absence of the Principal, the senior teacher of the highest grade shall take charge of the yard. When the Vice-Principal is absent, the Principal shall designate a senior teacher of the highest grade to fill the position temporarily, and a substitute shall be assigned to the school to fill such position as the Principal may direct. A teacher acting as Principal or Vice-Principal for more than one day in any

At a meeting of the Board of Education held on Oct.5,1905.Sec.73 of the Rules was amended to read as follows:

"Sec.73. Any teacher who has served continuously in the Department for five years may be granted a leave of absence without pay for not more than one year,with the privelege of returning to the same school,provided that such leave of absence shall be granted only from the beginning of a term except in case of total disability."

Please write,or paste this on the blank page opp. Sec.73.

calendar month shall receive therefor the salary of the position so temporarily filled. By senior teacher is meant the teacher possessing seniority or greater term of service in the school where he or she may be located.

Deduction from salary for absence

SEC. 78. A deduction of one-thirtieth of a month's salary shall be made for each day's absence, and one-sixth of this amount for each hour's absence, unless the absence be in accordance with the section which permits teachers to visit other schools, or by permission of the Board.

No leave for matrimony

SEC. 79. No female teacher shall be granted a leave of absence for the purpose of matrimony.

Dismissal for misrepresentation

SEC. 80. Any teacher obtaining a leave of absence under misrepresentation shall be deemed guilty of unprofessional conduct and shall be subject to dismissal.

Notice of return must be given to Board

SEC. 81. A teacher whose leave of absence expires at the close of the Spring, Summer, Fall or Christmas vacation, must give the Board two weeks' notice in advance of her intention to resume her duties. Failure to comply with this rule will cause the teacher to be placed on substitute list.

DUTIES OF SUPERVISORS AND ASSISTANTS.

General duties of Supervisors

SEC. 82. Supervisors shall have a general supervision of the instruction in their respective departments. They shall give instruction to teachers by lectures, by model or illustrative teaching, by general or personal suggestion and criticism. They shall visit the schools systematically, and shall report to the Principals, who shall make a record of the same. They shall report to the Principal upon the character of the instruction given in their respective de-

partments, with criticisms and suggestions as exigencies may require. They shall report to the Board and to the Superintendent upon the general condition of the schools as regards departmental instruction.

Reports of absence and tardiness

(*a*) Supervisors and assistants shall send to the office of the Board at the close of the *last school day* of each calendar month, a report embodying a record of their attendance, absence and tardiness for the current month, giving the exact time and date and the reasons for said absence or tardiness.

The report is to be made on a special blank provided for that purpose.

Supervisors and assistants failing to present such report on the last school day of each calendar month shall forfeit five dollars of their salary.

Attention is called to the salary schedule in force providing fines for tardiness and deduction from salary for absence.

Supervisors and assistants shall send to the Board and to the Superintendent on Friday of each week a program of proposed school visitations for the following week.

Duties of special teachers

SEC. 83. Special teachers shall be employed for work in certain branches only, and they shall devote their whole time to the work of their respective departments. They shall give instruction at such schools and at such times as may be determined by the Superintendent under the direction of the Board. They shall report to and co-operate with the principals as regards their work in the respective schools. They shall report to the Superintendent, as often as he may require, as to the character of the work accomplished under their instruction, together

with such suggestions as to the general management of their respective departments as they may deem the interests of the schools to require.

GENERAL RULES.

No supplies sold or recommended by teachers

SEC. 84. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications, of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils or any other school appliances.

Teaching of morals

SEC. 85. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

Two-year probationary term

SEC. 86. All teachers assigned to a regular position from the substitute list shall be subject to a term of probation of not less than two years from the date of said assignment, and shall not become regular teachers until confirmed by special resolution by the Board of Education.

Principals and teachers required to visit other schools

SEC. 87. (*a*) Principals of Grammar and Primary Schools are required to visit other schools in the Department one day of each school term. While absent, their duties shall be performed by a Vice-Principal or an assistant, without additional pay. Principals shall detail Vice-Principals and assistants to visit other public schools one-half day in each term, requiring written reports thereof. During their absence for this purpose Principals shall teach the classes. No more than one teacher in each school shall be allowed to visit on the same day. Principals of High Schools shall be allowed two

days in each term to visit schools or the Universities, and their assistants shall be allowed one day in each term for a like purpose.

Visits reported to Superintendent

(*b*) Principals shall report the visits of themselves and teachers under the operation of this rule to the Superintendent.

Appointment of Monitors with power to punish forbidden

SEC. 88. Principals must not appoint, nor allow teachers to appoint monitors for the yards, halls or rooms, with the power of punishment, or of reporting pupils for reprimand or punishment. This rule does not prohibit the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens and paper.

Pupil not to examine and credit examination papers

SEC. 89. Teachers must not appoint pupils to examine and credit examination papers. This rule does not prohibit the interchange of papers among pupils of the class and the crediting of such papers, when the pupils have the right to appeal at once to the teacher. In all cases the answers must be dictated by the teacher.

JANITORS.

Janitors to report to Principals

SEC. 90. Janitors must report to the Principal at the hour for opening and closing school.

Intoxicating liquors or tobacco forbidden

SEC. 91. The use of intoxicating liquors or tobacco in any form by any employee of the School Department is strictly prohibited in and around school premises, under penalty of a fine or dismissal.

Entire time given to duties

SEC. 92. (*a*) All janitors receiving salaries of $40 per month and upwards shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, without permission of the principal. During vacation they shall visit and examine every room in their charge at least once a day, and must be on duty from 9 A. M. to 12 M.

Hours on duty

(*b*) Janitors whose salaries are less than $40 per month shall remain on school premises until 9:15 A. M., and shall report at 2:15 P. M. They shall keep school buildings, furniture, yard and outbuildings neat and clean; shall build fires, open and close school buildings and yards, and perform other responsible duties as ordered by the Principals. If there be two janitors employed in the same school, they shall alternate weekly in remaining on the premises at the discretion of the Principal.

Buildings cleaned four times a year

(*c*) They shall scrub and clean the floors of each school building four times a year, during the vacations, clean the doors, desks and all finished and painted work at least twice a year, and windows when required, and properly ventilate the rooms each morning and evening. They shall water the gardens connected with their schools. Neither teachers nor janitors shall put coal into stoves after one o'clock P. M., unless by order of the Principal. Janitors are forbidden to use coal oil in lighting fires.

Repairs

(*d*) Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings, yards and fences in repair.

Failure to obey instructions reported to Board

(*e*) All janitors who neglect to obey the instructions given Principals shall be reported to the Board of Education.

Personal service not required

(*f*) Principals and teachers must not exact personal services of janitors, such as cooking, sewing or running personal errands. Such work is purely voluntary on their part and must not be forced upon them without compensation, and then only in their leisure time.

Hours of evening school janitors

(*g*) Unless when excused by the Principal, the janitors of all Evening Schools having twelve or more classes shall remain constantly on duty at the entrance of the school building

during school hours, and for a period of not less than fifteen minutes before the opening of the school, and not less than ten minutes after the school shall have closed.

(*h*) The sweeping of halls and class rooms must be done after school hours and under no circumstances shall this work be done before school session begins.

Rooms ventilated after school hours

SEC. 93. Teachers shall see that school rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order. Immediately before and after school janitors shall open doors and windows, that class-rooms may be thoroughly ventilated.

Weigh all coal

SEC. 94. Janitors shall weigh all coal received at the schools, and shall report thereon to principals. Certificates of these weights shall be signed by the Principals, and sent by them to the storekeeper.

Flags to be raised

SEC. 95. Janitors shall raise the flag of the United States on school houses on the last school day before, and the first school day after each vacation, during public exercises, on Lincoln's Day, Washington's Birthday, Bunker Hill Day, the Fourth of July, Admission Day, Patriotic Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

Flags at half mast

The flag shall be at half-mast on Memorial Day, on the death of a teacher or pupil, and on such other days as may be ordered by the Board, by the President of the Board, or by the Superintendent.

Janitors responsible to Principals

SEC. 96. (*a*) All janitors shall be directly responsible to Principals for the faithful performance of their duties, and shall be under

their control and direction while on school premises.

Scavengers to be reported

(*b*) Janitors must report at once to their Principals any failure of scavengers to do their work properly.

FIRE DRILL.

Fire drill twice a month

SEC. 97. Principals shall institute such a system of fire drill as will quickest empty the building of the pupils.

Every drill shall be timed by the Principal, and a record of the same included in his monthly statistical report.

The general alarm shall consist of the cry of fire, or by the cry of fire followed by a quick and violent ringing of the bells.

The fire drill shall be enforced twice, at least, in each month. The alarm must always be given unexpectedly, at which time every pupil must leave the building.

Principals and teachers must, at least twice a month, explain the general alarm to all the pupils, and distinctly state the absolute necessity of promptitude in obeying the alarm; must enforce quietness in the ranks, and in no instance shall any pupil interfere with another by pushing or touching with the hands or feet.

In case of fire, whoever first discovers it shall sound the general alarm, and this duty shall not be the office of any particular person.

No loud talking or disturbance of any kind shall be permitted during the drill.

DUTIES AND RIGHTS OF PUPILS.

Pupils must obey rules

SEC. 98. Every pupil is required to attend school punctually and regularly; to conform to the regulations of the school, and to obey

promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain from the use of profane or vulgar language, and from the use of tobacco, and to be clean and neat in person and clothing. Parents must pay for all damage done to school property by their children.

Transfer of pupils

SEC. 99. Any parent who desires to have his child transferred from one school to another shall apply to the Principal for a certificate, which shall state the name, age, grade and residence of the pupil. Principals shall not receive without transfers pupils who have attended any other school of this Department within a period of six months.

Pupils not excused from particular studies

SEC. 100. No pupil shall be allowed to discontinue any study, or to take a course other than one of the regular courses.

SANITATION.

Pupils to report sickness at home

SEC. 101. Pupils reporting sickness at home shall be sent to the Principal, who shall ascertain the nature of the same. Should the sickness be smallpox, diphtheria, typhus or typhoid fever, measles or scarlet fever, the Principal shall exclude the pupil and all others of the family from school. Principals shall also exclude from school pupils affected with any offensive disease, whooping cough, mumps, chicken pox, pulmonary tuberculosis or any of the contagious diseases enumerated above, according to the rules of the Board of Health.

Names of excluded pupils reported to Board and Superintendent

(*a*) The names and addresses of all pupils excluded from school under this rule shall be immediately reported by the principals to the Board and to the Superintendent, who shall furnish the Health Officer with a copy of the same; and no pupil thus excluded shall be reinstated until a permit from the Health Officer is presented to the Principal.

No one afflicted with tuberculosis or offensive catarrh to be employed.

(*b*) No person shall be employed by this Department who is afflicted with tuberculosis or offensive catarrh, and no employee shall be retained in this Department who shall have contracted either of said diseases. Any employee thought to be so afflicted shall, at the request of the Board, submit to a physical examination by a competent physician and furnish the City Bacteriologist with a sample of his or her sputum, returning to the Board a written opinion of diagnosis and finding.

Defective sight or hearing cause for dismissal

(*c*) Defective sight or hearing rendering any teacher unfit for duty shall constitute good cause for dismissal.

Evidence of vaccination required of pupils

(*d*) Teachers shall require from all pupils before admitting them to school satisfactory evidence that they have been vaccinated.

Contagious disease to keep teachers at home

(*e*) Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Board, who shall determine when the teacher may return.

Neatness and cleanliness required of pupils

(*f*) Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect shall be sent home to be properly prepared for school. No pupil or teacher who is afflicted with tuberculosis, contagious impetigo, ringworm, or opthalmia, or in whose residence there is anyone sick with diphtheria, smallpox, measles, scarlet, typhoid or typhus

fever, chickenpox, or scabies, shall attend school without a certificate from the attending physician, countersigned by the Health Officer, that all danger of contagion is past, from the period of convalescence.

Term of exclusion for various diseases

(*g*) Pupils will be excluded from school under the foregoing provisions for the respective periods stated below, which have been prescribed by the Board of Health of this city:

In cases of diphtheria .....4 weeks
In cases of scarlet fever .. ..6 weeks
In case of German measles .....2 weeks
In cases of chickenpox .....3 weeks
In cases of mumps .....3 weeks
In cases of measles ....3 weeks
In cases of whooping cough.....
2 weeks after the paroxysms have ceased

These rules also apply to the exclusion of teachers unless the Health Officer otherwise directs.

PUPILS AND TEACHERS.

Pupils conduct on way to and from school

SEC. 102. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

Pupils required to furnish books, etc.

SEC. 103. Pupils on entering school shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat unless satisfactory excuse is offered to the Principal.

Books for children of indigent parents

SEC. 104. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent and returned to

the Principals, who shall furnish the books from the school libraries. All books so supplied shall be delivered to the Principals, by the class teachers, at the end of the year, or on the pupils' leaving school, and replaced in the school library, to be used, as occasion may require, in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

Pupils not to be detained during noon intermission or short recess

SEC. 105. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class room at recess, except in inclement weather.

Pupils not excused for instruction elsewhere

SEC. 106. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal.

Detention after school

SEC. 107. Principals are authorized to require assistants to detain pupils for not more than one-half hour after school for disorder, tardiness or for poor work in lessons.

Tardiness

SEC. 108. Pupils who are not in their classrooms at 9 o'clock A. M. or 1:05 P. M., shall be marked as tardy.

Absence reported to parents

SEC. 109. Whenever a pupil is absent one day, the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

Pupils not to be left alone in class rooms

SEC. 110. Pupils shall not be allowed to remain in any school room, except under the direction of a teacher, unless in cases of urgent necessity and by special permission of the Principal.

Written work for suspended Pupils

SEC. 111. When a pupil is suspended, written work should be assigned to him equal in quantity to the school work he or she would have accomplished were he in attendance. This work must be presented to the teacher before pupil shall be restored to the class.

Pupils to perform errands only by permission of Principal

SEC. 112. No pupil shall be sent home during session hours, nor from room to room on errands, except by permission of the Principal.

Pupils shall be allowed to go home to lunch at the noon intermission, but Principals may, at their discretion, detain those who fail to return in time. Principals may also, at their discretion, refuse permission to pupils living at a distance to go home to lunch during inclement weather.

Three days' absence forfeits seat

SEC. 113. The unexcused absence of a pupil three days, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat, but, on personal application by the parent or guardian, the Principal may readmit or may refer the case to the Superintendent.

Written excuse

"Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." (State Law.)

No presents for teachers

SEC. 114. Pupils are prohibited from making presents to teachers, and from contributing towards class presents for teachers.

Tobacco and alcoholic drink prohibited

SEC. 115. The use of tobacco or alcoholic drink in any form on the school premises is strictly prohibited, and teachers are to notify parents, in writing, immediately of the first

offense on the part of their children. More than one violation of this rule by the same pupil must be reported to the Superintendent, who will bring the case before the Board of Education for final action.

EVENING SCHOOLS.

Evening schools open to all over 14 years of age

SEC. 116. The evening schools of this city are established to afford the means of education to boys and girls who are unable to attend the day schools, and to adults who may wish to avail themselves of the privileges they afford. They shall be free to all persons over 14 years of age.

Only those prevented from attending day schools admitted

SEC. 117. No pupil shall be admitted to an evening school unless prevented from attending day school by their regular occupation, except by permission of the Board.

Terms correspond to those of day schools

SEC. 118. The terms of the evening schools shall open and close on the same dates as the day schools.

Hours

SEC. 119. The sessions shall be held every evening of school days from 7:15 to 9:15.

Principals with eight or more classes not to teach

SEC. 120. The principal of an evening school having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

Twenty-five minimum attendance

SEC. 121. No class, except a foreign class or a class of mixed grades, shall be continued for more than thirty days unless the daily average attendance equals or exceeds twenty-five.

Pupils not admitted after 8 o'clock

SEC. 122. Pupils shall not be admitted to an evening class later than 8 P. M., unless excused by the Principal.

Teachers' pay forfeited for absence

SEC. 123. Evening school teachers shall lose the full pay for any portion of their absence from duty.

Sec. 76 not applicable to evening teachers

SEC. 124. Section 76 of these rules shall not apply to evening school teachers.

MISCELLANEOUS.

Graduations in school buildings

SEC. 125. Graduating exercises must be held in public school buildings, except by special permission of the Board.

School buildings for public instruction

SEC. 126. School buildings must be used exclusively for public instruction.

Regulations for entertainments

SEC. 127. No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the School and the Superintendent shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

Married women not to be appointed to teach or supervise

SEC. 128. No married woman shall be appointed to any teaching or supervising position in the day public schools.

No medals or prizes except as authorized by Board

SEC. 129. No medals or prizes shall be awarded to pupils unless authorized by the Board.

No advertising in schools

SEC. 130. (*a*) No advertisement shall be read distributed or given away in school, nor shall newspapers, books, publications or articles of any kind be advertised, distributed or exhibited in schools, by teachers, pupils or other persons. Nor shall they give any list of pupils' names to anyone for any purpose whatever.

Solicitors not to take time of teachers

(*b*) Principals shall not allow book agents or solicitors of any kind to occupy their time or that of their assistants or pupils during school hours, and shall not as such Principal or teacher permit the use of their names by any publisher or agent.

No soliciting funds from pupils

(*c*) Teachers are prohibited from collecting or soliciting any contributions of any sort from pupils for any purpose whatever, and it shall be the duty of the Board to peremptorily deny any and all requests which directly or indirectly have for their object the collection of funds or the advertising of anything whatsoever of this nature.

No sectarian instruction

SEC. 131. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

No presents for officials

SEC. 132. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

No windows to be painted or frosted

SEC. 133. No windows of any school shall be painted, frosted or stained, except in rooms in which the window space of clear, unobstructed glass exceeds one-fourth of the floor space.

In school rooms in which the light is from one side, pupils shall sit with the light at their left. If a room is lighted from two adjacent sides, the seats shall be so placed that the windows shall be in the rear and at the left of the pupils. In rooms in which the windows are on opposite sides, teachers are instructed to light the room so far as possible from the left side of the pupils.

THE ORGANIZATION OF HIGH SCHOOLS.

DEPARTMENTS.

Departmental organization

SEC. 134. (*a*) Each High School shall be organized into departments, which shall be based upon particular branches of study so far as practicable, or upon cognate branches of study, provided that a department shall always include more than one teacher. The number of the departments for each school and their designation shall be determined by the Board of Education.

Course not less than four years

(*b*) Any High School pupil may so arrange his or her studies, under the direction of the Principal, as to complete the regular course in four or more years; but no special or partial course pupils shall be admitted to any High School.

Home study not to exceed two hours daily

(*c*) In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed two hours daily.

CLASSIFICATION OF TEACHERS.

Classification and salaries of teachers

SEC. 135. (*a*) The teachers of the High Schools shall be classified as follows, and the schedule of salaries in High Schools shall be fixed in accordance with this classification.

Principals

(*b*) PRINCIPALS, who shall be regularly elected teachers holding regular certificates of the High School grade, and who shall have had ten years' successful experience in teaching.

Heads of departments

(*c*) HEADS OF DEPARTMENTS, who shall be regularly elected teachers holding regular certificates of the High School grade, and who shall have had five years' successful experience

in teaching, two of which shall have been in public High Schools in the United States, or schools of equal rank.

Assistants

(*d*) ASSISTANTS, who shall be regularly elected teachers holding regular or special certificates of the High School grade.

Special teachers

(*e*) SPECIAL TEACHERS, who shall hold regular or special certificates of the High School grade, and who shall devote such time and perform such duties in any High School as from time to time may be authorized by this Board upon the recommendation of the Principal of the school concerned.

DUTIES.

Duties of Principals and teachers

Sec. 136. Principals shall be governed by the general rules of this Department applicable to all Principals. With relation to the Principal, and in the general affairs of the school, all teachers of the above classes shall be considered as assistant teachers, and shall be governed by the general rules of the Department for Assistants.

DUTIES OF HEADS OF DEPARTMENTS.

Duties of heads of departments

SEC. 137. In addition to the duties specified above, Heads of Departments shall outline the work of their departments, subject to the approval of the Principal, and give all needful advice to their assistants; they shall advise pupils in regard to choice of studies and courses, both in the High School and in the higher institutions; and they shall devote such time to the examination or supervision of the work in their departments as may be assigned to them for that purpose by the Principal.

SEC. 138. Heads of departments shall act as assistants to the principals of the schools to

which they are assigned, and shall perform such duties as to supervision, teaching or other work as shall be required by the principals, subject to the approval of the Board of Education.

ORDER AND DISCIPLINE.

The following suggestions in respect to "Order and Discipline" should be carefully read by every teacher and constantly kept in mind while performing the daily school duties:

TRUE OBJECTS OF DISCIPLINE.—The training of pupils so that they shall *form right habits and learn self-control* is the true object of discipline. In all the rules and methods of discipline employed, this purpose should be kept steadily in view. Discipline, in its relation to order, exists for the sake of the pupils and the school. It prepares the way for the work of instruction, and makes it effective. Obedience is the first condition in discipline. It includes conformity to requirements as to time, place and manner, such as punctuality, regularity, orderly habits, etc.

"LIKE BEGETS LIKE"—"As is the teacher, so will be the school." It is therefore requisite that teachers should possess fixed habits of neatness, cleanliness and order, gentleness of manner, a watchful self-control and a cheerful spirit. In speaking, let pleasant tones of voice prevail; then the words of reproof will be more impressive and effectual.

Teachers should never forget that their pupils are constantly and closely watching their conduct, and are prone to imitate whatever they observe. Pupils should, therefore, see and hear nothing that they may not safely imitate. There

is an "unconscious tuition," the silent influence of which produces the most permanent effects.

SYMPATHY FOR CHILDREN—Teachers should seek to obtain the sympathetic regard of the children by giving a due attention to their wants and requests. These should be fulfilled as far as it is proper and reasonable. Children are quick to perceive and to resent injury or injustice. The possession of sympathy in its fullness is the best foundation of success in both discipline and instruction. Kindness is its practical basis. It seeks the good of the pupil, and endeavors to remove all imperfections of the individual without injury to him. Its influence for good is exceedingly strong, and its power with children nearly irresistible.

ENCOURAGE PUPILS—*Encouragement* inspires confidence. Children, more than others, need *encouragement*. It is a strong incentive to effort. Let it be given in all cases where this can be honestly done. To a want of this, in the discipline of classes, are to be ascribed the timidity and reserve often manifested among pupils by a hesitating manner and a low voice. A proper degree of encouragement will render them confident and spirited, eager to tell what they know, and in an audible tone of voice. Encouragement has a peculiar influence in promoting mental and moral improvement. Letting a boy know that you believe there is good in him is the best way of putting it there.

Teachers should impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

Develop Right Opinions—Aim to govern the class by a development of public opinion among the pupils in favor of the right and against the wrong, and thus govern individual members through the class. Give proper attention to those cases of disorder by single pupils which cannot be overcome through influence upon the class. Success in discipline does not lie in telling individual pupils their faults before the class. Attempts to detect and correct each individual misdeed in detail will not develop the right public opinion nor lead the pupils to a willing compliance with the wishes of the teacher. Judicious commendation when pupils make efforts to overcome faults is more effective toward accomplishing the desired results.

Avoid Scolding—Harsh tones are unnecessary and improper. Words of disapprobation may be uttered by the teacher in a tone of *decision*, without the use of any severity that would imply resentment, anger or antipathy upon the part of the teacher. On the contrary, the language used and the tones of the voice should always express a feeling of *sympathy* with the child. This is the way to win the youthful mind, and to bend the will through the affections; a different course will antagonize it and prevent all real submission, securing only a temporary semblance of obedience. *Never threaten.* Harsh words and rough means, when employed to secure school order and certain results of study break down the sense of honor and destroy in the pupil proper respect for his teacher.

Attention the Basis of Good Order.—*Good Order* does not require pupils to occupy

for a long time a fixed position, nor to assume a constrained posture; nor to fix their eyes upon a given point; nor to be as motionless as statues. All this is unnatural, and much of it positively injurious, and whatever is unnatural is not good order. The postures of the pupil should be graceful, easy and uniform, and should be frequently changed.

Intelligent attention, prompt and willing obedience, with quiet, orderly movements, are the chief requisites of good order.

NEATNESS, REGULARITY—Neatness, method and regularity are among the necessary elements of popular education. The character of children is greatly affected by their surroundings. These should, therefore, be neat and orderly. The rooms in which they assemble should be clean, the desks and other furniture, as far as possible, free from injury or defacement, everything giving evidence of constant attention. Children thus unconsciously acquire habits of order, neatness and regularity which have an important bearing upon their usefulness and happiness in after life.

To impart or maintain these habits, every proper means should be employed, and every requisite rule should be carefully and regularly enforced.

MORAL EDUCATION—No teacher who neglects the moral training of the pupils in the essential elements of good character does the whole duty of the instructor. The main object in moral training, as in physical and intellectual education, is to give a right direction to the action of those powers that relate to this department of our nature. Such training, to be effective, must provide suitable means for the exercise of the

moral power. It consists largely in leading the children to understand *their duties to themselves and their duties toward others.* Among their duties to themselves are: *self-control* in all matters relating to conduct—of the temper, the appetite and the desires; speaking the truth, and self-culture in all things that aid in forming a good character. Among their duties to others are: obedience to parents and teachers; kindness to brothers, sisters and playmates; and the practical observance of the Golden Rule. That teacher who kindly respects the rights of the pupils, and daily illustrates the great virtue—*kindness*—in the management of pupils and in personal conduct elsewhere, will accomplish practical results in moral education which cannot be attained by rules and lectures. A spirit of true kindness pervading a school will become a fountain of virtues.

MORALS AND MANNERS.

Example of the teacher. Nothing begets character like character, politeness like politeness. Its influence is unconfined and unconfinable. It pervades the roughest soul and fills it with good cheer and upright desire. It is not what the teacher says, but what she *does* and *is,* that stamps character. Children are close imitators, and both consciously and unconsciously drink in and reflect the spirit of the teacher. If the teacher is slovenly in appearance, unrefined in manner, loud and boisterous in talk, dishonest in her dealings with pupils, fretful, intemperate, selfish, she will cast that same cold, unwholesome, repulsive atmosphere upon the schools; if, on the other hand, she is neat, and tidy in appearance, gentle and refined in voice and manner, upright and honest in all her

dealings with others, sweet in temper, possessing sympathy, gentleness, patience, love, she will reflect that same benign and hallowed influence upon all with whom she comes in contact, and will evoke from them all that is sweetest, best and noblest in life. She will become a powerful instrument not only in the school, but in uplifting the moral and social life of the community and promoting the highest interests of humanity.

APPENDIX

APPENDIX

EXTRACTS: STATE LAW, CHARTER AND RULES OF STATE BOARD OF EDUCATION

PENAL CODE.

Tobacco forbidden to minors

SECTION 308. Every person who sells, or gives, or furnishes, in any way, to another who is in fact under the age of sixteen years, any tobacco, or preparation of tobacco, is guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine not exceeding one hundred dollars: *provided, however*, that this section shall not be deemed to apply to articles furnished on prescriptions from physicians authorized by law to practice medicine, nor to persons who supply such articles to their own children, nor to sales made to such minors upon the written consent of the parents or guardians of such minors, first obtained in writing by the vendor. [Approved March 10, 1891.]

Penalty

SEC. 654. Every parent, guardian, or other person who upbraids, insults or abuses any teacher of the public schools, in the presence or hearing of a pupil thereof, is guilty of a misdemeanor.

The people of the State of California, represented in the Senate and Assembly, do enact as follows:

SECTION 1. Every person who sells, gives or delivers to any minor child, male or female, under the age of eighteen years, any intoxicating

drink in any quantity whatsoever, or who, as proprietor or manager of any saloon or public house where intoxicating liquors are sold, permits any such minor child, under the age of eighteen years, to visit said saloon or public house where intoxicating liquors are sold, shall be guilty of a misdemeanor, and shall, upon conviction thereof, be punished by a fine of not more than three hundred dollars, or by imprisonment in the county jail for a period not exceeding one hundred and fifty days, or by both such fine and imprisonment; provided, that this Act shall not apply to the parents of such children or to guardians of their wards.

SEC. 2. All Acts in conflict with this Act are hereby repealed.

(Approved March 20, 1903).

POLITICAL CODE.

SECTION 1617. The powers and duties of Trustees of school districts, and of Boards of Education in cities, are as follows:

Power of Board to employ and fix salaries

Seventh—To employ the teachers * * *; also, to employ janitors and other employees of the schools; to fix and order paid their compensation, unless the same be otherwise prescribed by law, *provided*, that no Board of Trustees shall enter into any contract with such employees to extend beyond the 30th day of June next ensuing.

To suspend and expel pupils

Eighth—To suspend and expel pupils for misconduct.

To exclude children under six years

Ninth—To exclude from schools children under six years of age: *provided*, that in cities and towns in which the kindergarten has been adopted or may hereafter be adopted as a part

of the public primary schools, children may be admitted to such kindergarten classes at the age of four years.

To enforce course of study

Tenth—To enforce in schools the course of study and the use of text-books prescribed and adopted by the proper authority.

To exclude sectarian publications

Twelfth—To exclude from school and school libraries all books, publications or papers of a sectarian, partisan or denominational character.

To furnish books for children of indigent parents

Thirteenth—To furnish books for the children of parents unable to purchase them; the books so furnished to belong to the school district, and to be kept in the district library, when not in use.

To keep register of applicants for admission to schools

Fourteenth—To keep a register, open to the inspection of the public, of all children applying for admission and entitled to be admitted into the public schools, and to notify the parents or guardians of such children, when vacancies occur, and receive such children into the schools in the order in which they are registered.

Seventeenth—To make an annual report, on or before the first day of July, to the Superintendent of Schools, in the manner and form, and on the blanks prescribed by the Superintendent of Public Instruction.

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Supplies furnished by Board

SEC. 1620. Writing and drawing paper, pens, inks, blackboards, blackboard rubbers, crayons and lead and slate pencils, and other necessary supplies for the use of the schools, must be furnished under the direction of the City Boards of Education and Boards of School Trustees, and charges therefor must be audited and paid as

other claims against the County School Fund of their districts are audited and paid.

Schools for special classes

SEC. 1662. Every school, unless otherwise provided by law, must be open for the admission of all children between six and twenty-one years of age residing in the district, and the Board of School Trustees, or City Board of Education, have power to admit adults and children not residing in the district, whenever good reasons exist therefor. Trustees shall have the power to exclude children of filthy or vicious habits, or children suffering from contagious or infectious diseases, and also to establish separate schools for Indian children and for children of Mongolian or Chinese descent. When such separate schools are established, Indian, Chinese or Mongolian children must not be admitted into any other school.

English language

SEC. 1664. All schools must be taught in the English language.

In cities or school districts in which separate classes have been or may hereafter be established, for the instruction of the deaf, children may be admitted to such classes at the age of three years.

STATUTORY SCHOOL STUDIES.

Studies required

SEC. 1665. Instruction must be given in the following branches in the several grades in which they may be required, viz.: Reading, writing, orthography, arithmetic, geography, nature study, language and grammar, with special reference to composition; history of the United States and civil government elements of physiology and hygiene, with special reference to the effect of alcohol and narcotics on the human system;

music, drawing, and elementary bookkeeping, humane education; *provided*, that instruction in elementary bookkeeping, humane education, elements of physiology and hygiene, music, drawing, and nature study may be oral, no text-books on these subjects being required to be purchased by the pupils; *provided further*, that County Boards of Education may, in districts having less than one hundred census children, confine the pupils to the studies of reading, writing, orthography, arithmetic, language and grammar, geography, history of the United States and civil government, elements of physiology and hygiene, and elementary bookkeeping until they have a practical knowledge of these subjects; *and it is further provided*, that no more than twenty recitations per week shall be required of pupils in the secondary schools, and no pupil under the age of fifteen years in any grammar or primary school shall be required to do any home study.

No home study

ADDITIONAL STUDIES.

Other studies may be substituted

SEC. 1666. Other studies may be authorized by the Board of Education of any county, city, or city and county, but such studies if so authorized shall be in lieu of a corresponding number of such enumerated studies specified in the preceding section and not in addition thereto.

Disobedience cause for expulsion; vulgarity or profanity for suspension

SEC. 1685. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school, and habitual profanity and vulgarity good cause for suspension from school.

Suspension for defacing school property

SEC. 1686. Any pupil who cuts, defaces, or otherwise injures any school house, fences or outbuildings thereof, is liable to suspension or

expulsion; and on the complaint of the teacher or Trustees, the parents or guardians of such pupils shall be liable for all damages.

Experienced teachers for receiving classes and their salaries

SEC. 1687. In all schools having more than two teachers, beginners shall be taught by teachers who have had at least two years' experience, or by Normal School graduates; and in cities such teachers shall rank, in point of salary, with those of the assistant teachers in the highest grade in the grammar Schools; and in no case shall Boards of Education or Boards of School Trustees draw orders for the salary of any teacher in violation of this provision, nor shall any Superintendent draw any requisition for the salary of any teacher in violation thereof.

SEC. 1696. Every teacher in the public school must:

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Teachers must control pupils

Fourth. Hold pupils to a strict account for their conduct on the way to or from school, on the playground, or during recess.

Keep State register

Fifth. Keep a State school register in which shall be left, at the close of the term, a report showing the programme of recitations, classification, and grading of all pupils who have attended school at any time during the school year. * * *

Month, four weeks

SEC. 1697. A school month is construed and taken to be twenty school days, or four weeks of five school days each.

No warrant drawn unless teacher has performed duties

SEC. 1700. No warrant must be drawn in favor of any teacher unless the officer whose duty it is to draw such warrant is satisfied that the teacher has faithfully performed all the duties prescribed in Section 1696.

No warrant unless teacher is properly certificated

SEC. 1701. No requisition for a warrant shall be drawn in favor of any teacher, unless such teacher is the holder of a proper certificate, in force for the full time for which the requisition is drawn, nor unless he was employed by the Board of Trustees or City Board of Education, or by the Superintendent of Schools, as provided in Section 1545.

Morality, truth, justice and patriotism to be taught

SEC. 1702. It shall be the duty of all teachers to endeavor to impress upon the minds of the pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood, and to instruct them in the principles of a free government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

Teacher must be 18 years of age

SEC. 1704. No person is eligible to teach in any public school in this State, or to receive a certificate to teach, who has not attained the age of 18 years.

SEC. 1791. Each City Board of Examination has power.—

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City Board of Examination has power to recommend revocation of certificate

Third.—For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the City Board of Education the revocation of any certificates previously granted by said Board of Education in such city, or city and county.

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No State or County money for teachers unless legally certificated

SEC. 1860. No school district is entitled to receive any apportionment of State or County School Moneys unless the teachers employed in the schools of such districts hold legal cer-

tificate of fitness for teaching, in full force and effect.

State funds for salaries of Primary and Grammar school teachers

SEC. 1861. The State School Fund must be used for no other purpose than the payment of the salaries of teachers of primary and grammar schools.

Abuse of teacher a misdemeanor

SEC. 1867. Any parent, guardian, or other person who shall insult or abuse any teacher in the presence of the school shall be guilty of a misdemeanor, and be liable to a fine of not less than ten nor exceeding one hundred dollars.

No officer or teacher to act as agent

SEC. 1870. No officer named in this title, or teacher in any public school, held under the provisions of this title, must act as agent for any author, publisher, book-seller, or other person, to introduce any book, apparatus, furniture, or any other article whatever, in the common schools of this State, or any one or more of them, or directly or indirectly contract for, or receive any gift or reward for so introducing or recommending the same; and any officer so acting or receiving must be deemed guilty of a misdemeanor, and on conviction, be punished by fine or imprisonment, and be removed from office.

Certificates only to those of good moral character

SEC. 1871. Certificates shall be issued to such persons only as shall have given evidence of good, moral character.

School year

SEC. 1878. The school year begins on the first day of July and ends on the last day of June.

Bribery a misdemeanor

SEC. 1879. The offering of any valuable thing to any member of the Board of Education or Board of School Trustees, with the intent

thereby to influence his action in regard to the granting of any teacher's certificate, the appointment of any teacher, Superintendent, or other officer or employee, the adoption of any text-book, or the making of any contract to which the Board of Education of which he is a member shall be a party, or the acceptance by any member of the Board of Education or Board of School Trustees of any valuable thing, with corrupt intent, shall be a misdemeanor, punishable as by law provided. Any person may be compelled to testify in any lawful investigation or judicial proceeding against any person who may be charged with any offense described in this section. Any contract or appointment obtained from a Board of Education or Board of School Trustees by corrupt means shall be void.

RULES OF THE STATE BOARD OF EDUCATION.

(As per Section 1521, Political Code.)

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Supervision of teacher over pupils

SEC. 7. It is expected that teachers will exercise a general inspection over the conduct of scholars going to and returning from school. They shall exert their influence to prevent all quarreling and disagreement, all rude and noisy behavior in the streets, all vulgar and profane language, all improper games, and all disrespect to citizens and strangers.

Teachers responsible for neatness and cleanliness

SEC. 8. * * * Teachers *shall be held responsible* for any want of *neatness or cleanliness* about their school premises. * * *

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Excuses required

SEC. 11. Teachers are authorized to *require excuses* from the parents or guardians of pupils, either in person or by written note, in all cases

of *absence* or *tardiness*, or of dismissal before the close of school.

Supplies must be furnished

SEC. 12. No person shall be allowed to retain connection with any public school, *unless furnished with books, slates and other utensils* required to be used in the class to which he belongs; *provided*, that no pupil shall be excluded for such cause, unless the parent or guardian shall have been furnished by the teacher with a list of books or articles needed, and one week shall have elapsed after such notice without the pupil obtaining said books. * * *

Expulsion or suspension for damage to school property

SEC. 13. Any pupil who shall in any way cut or otherwise injure any schoolhouse or injure any fences, trees or outbuildings belonging to any of the school estates, or shall write any profane or obscene language, or make any obscene pictures or characters on the school premises, shall be liable to suspension, expulsion, or other punishment, according to the nature of the offense. * * * All damage done to school property by any of the pupils shall be repaired at the expense of the party committing the trespass. * * *

* * * * * * * *

Rules to be read to pupils

SEC. 17. It shall be the duty of the teachers of the schools to read to the pupils, from time to time, so much of the school regulations as apply to the, that they may have a clear understanding of the rules by which they are governed.

RULES FOR PUPILS.

Punctuality and regularity

1. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all the directions of the teacher; to observe good order and propriety of deportment; to be dili-

gent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.

Excuses required

2. Pupils are required in all cases of absence to bring, on their return to school, an excuse in writing from their parents or guardians, assigning good and sufficient reasons for such absence.

Pupils put back in grade

3. All pupils who have fallen behind their grade, by absence or irregularity of attendance, by indolence or inattention, shall be placed in the grade below, at the discretion of the teacher.

Not permitted to leave school

4. No pupil shall be permitted to leave school at recess, or at any other time before the regular hour for closing the school, except in case of sickness, or on written request of parent or guardian.

Week's absence forfeits particular seat

5. Any scholar who shall be absent one week, without giving notice to the teacher, shall lose all claim to his particular desk for the remainder of the term, and shall not be considered a member of the school.

Each scholar to have one special seat

6. Each scholar shall have a particular desk, and shall keep the same, and the floor beneath, in a neat and orderly condition.

INSTRUCTIONS TO TEACHERS.

Teachers to secure co-operation of parents

1. Teachers will endeavor to make themselves acquainted with parents and guardians in order to secure their aid and co-operation, and to better understand the temperaments, characteristics and wants of the children.

Teachers to prepare daily lessons

2. Teachers shall daily examine the lessons of their various classes and make such special preparation upon them, if necessary, as not to be constantly confined to the text-book, and in-

struct all their pupils, without partiality, in those branches of school studies which their various classes may be pursuing. In all their intercourse with their scholars, they are required to strive to impress on their minds, both by precept and example, the great importance of continued efforts for improvement in morals and manners, and deportment, as well as in useful learning.

To direct study of pupils

3. Teachers should explain each new lesson assigned, if necessary, by familiar remarks and illustrations, that every pupil may know before he is sent to his seat what he is expected to do at the next recitation, and how it is to be done.

To dispense with textbook when possible

4. Teachers should only use the text-book for occasional reference, and should not permit it to be taken to the recitation to be referred to by the pupils, except in cases of such exercises as absolutely require it. They should assign many questions of their own preparation involving an application of what the pupils have learned to the business of life.

To secure attention of entire school

5. Teachers should endeavor to arouse and fix the attention of the whole class, and to occupy and bring into action as many of the faculties of their pupils as possible. They should never proceed with the recitation without the attention of the whole class, nor go around the class with the recitation always in the same order or in regular rotation.

To exhibit proper animation

6. Teachers should at all times exhibit proper animation themselves, manifesting a lively interest in the subject taught: avoid all heavy, plodding movements, all formal routine in teaching, lest the pupil be dull and drowsy and imbibe the notion that he studies only to recite.

COMPULSORY EDUCATION

An Act to Enforce the Educational Rights of Children

(Approved March 24, 1903)

Each parent, guardian, or other person, in the State of California, having control or charge of any child between the ages of eight and fourteen years, shall be required to send such child to a public school, during each school year, for a period of at least five months of the time during which a public school shall be in session, and at least eighteen weeks of such attendance shall be consecutive; *provided*, that should it be shown to the satisfaction of the Board of Education that the child's bodily or mental condition is such as to prevent or render inadvisable attendance at school, or proof being given that the parent or parents are extremely poor or sick, and that the services of the child are actually needed to support such parents or parent; or that such child is being taught in a private school, or by a private tutor, then it shall be the duty of such Board of Education or Board of Trustees, upon application of the parent, or guardian, or other person having the control or charge of such child, to excuse such child from attendance at school, during the continuance of such defect or condition upon which such excuse is granted.

Any parent, guardian, or other person having control or charge of any such child, who shall fail to comply with the provisions of this act, shall, unless excused or exempted therefrom as hereinbefore provided, be deemed guilty of a misdemeanor, and upon conviction, shall be liable,

for the first offense, to a fine of not more than ten dollars or to imprisonment for not more than five days, and for each subsequent offense he shall be liable to a fine of not less than ten nor more than fifty dollars, or to imprisonment for not less than five days nor more than twenty-five days, or to both such fine and imprisonment.

The Board of Education shall on the complaint of any person, make full and impartial investigation of all charges against parents or guardians or other persons having control or charge of any such child, for violation of any of the provisions of this act. If it shall appear upon such investigation that any such parent or guardian or other person has violated any of the provisions of this act, it is hereby made the duty of the attendance officer to make and file in the proper court a criminal complaint against such parent, guardian or other person, charging such violation, and to see that such charge is prosecuted by the proper authorities.

It shall be the duty of the attendance officer to arrest during school hours, without warrant, any child between eight and fourteen years of age, found away from his home, and who has been reported to him by the teacher, the Superintendent of Schools, or other person connected with the School Department, as a truant from instruction upon which he is lawfully required to attend within the city, or city and county.

Extracts from the Charter of the City and County of San Francisco Relating to Public Schools.

ARTICLE VII.
CHAPTER I.
THE BOARD OF EDUCATION.

Board of Education

Four School Directors

Salary

Qualifications

How Constituted

Term

SECTION 1. The School Department shall be under the control and management of a Board of Education composed of four School Directors, who shall be appointed by the Mayor, and who shall give their entire time to the duties of their office. They shall each receive an annual salary of three thousand dollars. They shall not be less than thirty years of age and must have been residents of the City and County for at least five years prior to their appointment. The Board shall never be so constituted as to consist of more than two members of the same political party. The term of office of the Directors shall be four years. Those first appointed shall so classify themselves by lot that they shall respectively go out of office at the expiration of one, two, three and four years.

Organization
President
Secretary
Salary

SEC. 2. The Board shall organize by electing one of its number President, who shall serve for one year and until his successor is elected. The Board may elect a Secretary who shall not be a member of the Board, and who shall receive an annual salary of eighteen hundred dollars.

Meetings
Weekly

Rules

SEC. 3. The Board shall meet at least once a week and at such other times as it may determine. It shall establish rules for its proceedings; but the concurrent vote of a majority of its

Majority Vote Ayes and Noes

members shall be necessary to transact business. In every instance where a power is exercised under this Article by the Board the vote thereon shall be taken by ayes and noes and entered in the minutes of the Board.

CHAPTER II.

SCHOOLS.

Authorized Schools

SECTION 1. The School Department shall comprise all the public schools of the City and County and shall include primary and grammar schools and may include evening, deportment, technical, cosmopolitan, high and normal schools.

Night Schools

SEC. 2. Adults shall be entitled to free instruction in the evening schools; but no child under fourteen years of age shall be admitted to such schools.

CHAPTER III.

POWERS OF THE BOARD OF EDUCATION.

Powers of Board of Education

SECTION 1. In addition to the powers conferred by the general laws of the State, the Board of Education shall have power:

Establish and Change Schools

1. To establish and maintain public schools as provided in this Article, and to *change*, modify, consolidate or discontinue the same as the public welfare may require.

Teachers

Salaries

Promotion and Dismissal

2. To employ such teachers and persons as may be necessary to carry into effect its powers and duties; to fix, alter and approve their salaries and compensation, and to withhold for good and sufficient cause the whole or any part of the wages, salary or compensation of any person or persons employed as aforesaid; and to promote, transfer and dismiss teachers; but no

teacher in the department at the time of the adoption of this Charter, or who shall be hereafter appointed, shall be dismissed from the department except for insubordination, immoral or unprofessional conduct or evident unfitness for teaching. All promotions of teachers shall be based solely on merit and successful teaching. Nothing in this section shall be construed to prevent the Board from removing teachers holding only special certificates or serving a probationary term. Charges against teachers must be formally made by the Superintendent after due investigation and shall be finally passed upon by the Board after giving the accused teacher due hearing.

Causes

Special and Probationary Teachers

Charges

Certificates

3. To grant, to renew and, for the causes mentioned in section one, subdivision two, of this Chapter, to revoke, teachers' certificates.

Rules and Regulations

4. To establish and enforce all necessary rules and regulations for the government and efficiency of the schools and for carrying into effect the school system; to remedy truancy; to compel the attendance at school of children between the ages of six and fourteen years who may be found idle in public places during school hours.

Truancy

Compel Attendance Ages 6-14

Investigate Charges

5. To investigate charges against any person connected with or in the employ of the School Department, and to take testimony in such investigations.

Hold and Lease Property

6. To receive, to take on lease and to hold in trust for the City and County any real estate belonging to or claimed by the School Department. To hold in trust all personal property that may have been or may hereafter be acquired by the School Department.

Census Marshals

7. On or before the first day in April in each year, to appoint School Census Marshals,

and notify the Superintendent of Common Schools of such appointments. Any Census Marshal found incompetent may be discharged by the Superintendent of Common Schools. Should the Board fail or neglect to fill the vacancy so caused within three days thereafter by the appointment of a person competent to perform the duties of Census Marshal, such vacancy may be filled by the Superintendent of Common Schools.

Vacancies

Actions

8. To sue in the name of the City and County for lots, lands and property belonging to or claimed by the School Department. To prosecute and defend all actions at law or special proceedings or suits in equity concerning the enjoyment and possession of such lots, lands and property. To require the services of the City Attorney in all actions, suits and proceedings by or against the Board of Education.

City Attorney's Services

Disbursement of Moneys

9. To establish regulations for the disbursement of all moneys belonging to the School Department or to the Common School Fund, and to secure strict accountability in the expenditure thereof; to provide for the prompt payment, on not later than the fifth day of every month, of all salaries due and allowed officers, teachers and other employees of the School Department. For this purpose the Auditor shall annually segregate so much of the Common School Fund as shall not exceed twenty-eight dollars for each pupil in average daily attendance in the Public Schools of the City and County during the preceding fiscal year. The amount so segregated shall not be applied to the payment of any demand against such Common School Fund during any fiscal year other than for salaries, until all salaries for that fiscal year have been fully paid or provided for. The

Salaries of Teachers and Employees

Segregation of Funds

Board shall ascertain and transmit to the Auditor on or before the first Monday in April of each year an estimate of the amount required for such segregation within such limit of twenty-eight dollars.

Estimate of Amount

Demands to be Filed and Signed

10. All demands payable out of the Common School Fund shall be filed with the Secretary of the Board of Education, and after they have been approved by the Board, they shall be signed by the President of the Board and the Superintendent and sent to the Auditor. Every demand shall have endorsed upon it a certificate, signed by the Secretary, of its approval by the Board of Education, showing the date thereof, and the law authorizing it by title, date and section. Every person in the employ of the School Department entitled to a salary therefrom shall receive a warrant for the amount due and approved by the Board, signed by the President and Secretary thereof. The entire monthly salary roll of the Department shall be made up by the Secretary of the Board, and after being duly audited by the Finance Committee thereof and approved by a majority of all the members of the Board, shall be endorsed in the same manner as other demands. The salary roll so ordered, approved and endorsed, shall be immediately transmitted to the Auditor not later than the third day of every month for comparison with the individual salary warrants issued in the manner above provided; but payment shall be made only on the individual warrants issued in accordance herewith.

Certificate

Warrant

Salary Roll

Lease of Real Property

11. To lease to the highest responsible bidder, for the benefit of the Common School Fund, for a term not exceeding twenty years, any real property of the School Department not required for school purposes; but no lease shall

be made except after advertisement for bids for at least fifteen days in the official newspaper and by an affirmative vote of at least three members of the Board approved by an ordinance of the Supervisors.

Trust Funds

12. To receive and manage property or money acquired by bequest or donation in trust for the benefit of any school, educational purpose or school library; to carry into effect the terms of any bequest not in conflict with the general laws of this Charter; and to sell such personal property as shall no longer be required for use in the schools. All moneys realized by such sales shall be at once paid into the treasury to the credit of the Common School Fund.

Proposals for Supplies

SEC. 2. The Board shall annually, before the first day of May, make a list of supplies estimated to be required by the School Department for the ensuing fiscal year, stating in clear and explicit terms the quantity and kind of articles needed and how and when they shall be delivered, and shall invite proposals for furnishing the same by advertising therefor for at least ten days in the official newspaper.

Provisions Governing Proposals

The provisions of Article II, Chapter III, of this Charter, in regard to the advertising for proposals, the affidavit and security accompanying the same, the presentation and opening of proposals, the awarding of contracts and the security for the performance thereof, shall, so far as the same can be made applicable, apply to all proposals and contracts made, awarded or entered into for furnishing supplies to the School Department. Any contract made in violation of any provision of this Article shall be void.

Annual Report to Supervisors

SEC. 3. The Board shall, during each year, transmit to the Supervisors a report in writing

for the preceding fiscal year, stating the number of schools within its jurisdiction, the length of time they have been kept open, the number of pupils taught in each school, the average daily attendance of pupils in all the public schools, the number, names and salaries of teachers, the dates of their appointments and the character of the certificates held by them, the amount of money drawn from the treasury by the Department during the year, distinguishing the State fund from all others, the purpose for which such money has been expended, with particulars, and such other information as may be required by the State Superintendent, the Supervisors or the Mayor.

Schedule of Salaries

SEC. 4. The Board shall, between the first and twenty-first days of May of each year, adopt a schedule of salaries for the next ensuing fiscal year for teachers and all employees of the School Department.

CHAPTER IV.

SUPERINTENDENT OF SCHOOLS.

Sup't of Schools

SECTION 1. The Superintendent of Common Schools of the City and County shall be by virtue of his office a member of the Board of Education, without the right to vote. He shall receive an annual salary of four thousand dollars.

Salary

Four Deputy Superintendents

SEC. 2. The Superintendent shall appoint four Deputy Superintendents. The number of such deputies shall not be increased until the average daily attendance shall have reached forty-five thousand, when the Superintendent shall appoint one additional deputy, and thereafter he shall appoint one deputy for each additional eight thousand children in average daily attendance. If from any cause a vacancy occurs

Additional Deputies

in the office of Deputy Superintendent, such vacancy shall be filled by the Superintendent.

Term of Deputies

SEC. 3. Of the Deputy Superintendents first appointed, the Superintendent shall appoint two for two years and two for four years. All Deputy Superintendents subsequently appointed shall hold office for four years.

Qualifications of Deputies

SEC. 4. Such deputies must have had at least ten years' successful experience as teachers, and shall have been residents of the City and County at least five years preceding their appointment.

Duties of Superintendent

SEC. 5. In addition to the duties imposed by the general laws of the State, it shall be the duty of the Superintendent:

Enforce Rules

1. To observe and enforce all rules and regulations of the Board of Education and to see that no religious or sectarian books or teachings are allowed in the schools.

Shall Report to Board

2. To report to the Board of Education annually, on or before the twentieth day of August, and at such other times as the Board may require, all matters pertaining to the condition and progress of the public schools of the City and County during the fiscal year, with such recommendations as he may deem proper.

Duties of the Superintendent

3. To inform the Board of the condition of the schools, schoolhouses and of other matters connected therewith, and to recommend such measures as he may deem necessary for the advancement of education in the City and County, and for the care and improvement of the property of the School Department.

Visit all Schools

4. To visit and examine with the assistance of his deputies all the schools at least twice a year and determine their standing and classification.

Promotion Transfer Graduation

To recommend rules for the promotion of pupils from grade to grade, from school to

school, and for the transfer and the graduation of pupils.

Course of Study Text-Books

5. To recommend to the Board the courses of studies; the text-books and books for supplementary use in the public schools and the purchase of such apparatus, books, stationery and other class-room supplies as may be required in the schools.

Standing of Schools

6. To report to the Board once a month upon the standing of schools examined by him and his deputies.

City Board of Examination Powers

SEC. 6. The Superintendent and his deputies shall constitute the City Board of Examination, and shall have power:

Examine Applicants

1. To examine applicants, and to prescribe a standard of proficiency, which will entitle the person examined to receive:

High School Certificates

a. A high school certificate, valid for six years, which shall authorize the holder to teach any primary, grammar, or high school in the City and County.

City Certificate, Grammar Grade

b. A City certificate, grammar grade, valid for six years, which shall authorize the holder to teach any primary or grammar school in the City and County.

City Certificate, Primary Grade

c. A City certificate, primary grade, valid for two years, which shall authorize the holder to teach any primary school in the City and County. They shall report the result of the examination to the Board of Education, and the Board shall thereupon issue to the successful candidates the certificates to which they shall be entitled.

Special Certificates

2. To recommend applicants for special certificates valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

Revocation of Certificates

3. For immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching, to recommend to the Board of Education the revocation of any certificates previously granted by the Board.

Recommend City Certificates

4. To recommend the granting of City certificates, and the renewal thereof, in the manner provided for the granting and renewal of County certificates by County Boards of Education in section seventeen hundred and seventy-five of the Political Code.

CHAPTER V.

SCHOOL TAX LEVY.

School Tax Levy

Annual Estimate

SECTION 1. The Board of Education shall, on or before the first Monday of April in each year, report to the Supervisors an estimate of the amount which shall be required during the ensuing fiscal year for the purpose of meeting the current annual expenses of public instruction in the City and County, specifying the amount required for supplies to be furnished pupils, including text-books, or indigent children; for purchasing and procuring sites; for leasing rooms or erecting buildings; for furnishing, fitting up, altering, enlarging and repairing buildings; for the support of schools organized since the last annual apportionment; for the salary of the School Directors, Superintendent, Deputy Superintendents, and all other persons employed in the School Department, and for other expenditures necessary for the administration of the Public School system; but the aggregate amount so reported for any one year shall not exceed the sum of thirty-two dollars and fifty cents for each pupil, who in the fiscal year immediately prior thereto actually attended the

Limit of Aggregate Amount

schools entitled to participate in the apportionment thereof.

Common School Fund

SEC. 2. The Supervisors at the time and in the manner of levying and collecting other city and county taxes shall levy and cause to be collected for the Common School Fund a tax which, added to the revenue derived from other sources, shall produce an amount of money which shall not exceed thirty-two dollars and fifty cents for each pupil in attendance during the preceding fiscal year, as ascertained and reported by the Board of Education.

Extraordinary Expenditures

SEC. 3. In case of extreme emergency or great calamity, such as disaster from fire, riot, earthquake, or public enemy, the Board of Education may, with the approval of the Mayor and Supervisors, incur extraordinary expenditures in excess of the annual limit provided for in this Charter, for the repair and construction and furnishing of school houses in place of those so injured or destroyed. The Supervisors may, by ordinance, cause to be transferred to the Common School Fund, from moneys in any fund not otherwise appropriated, sufficient money to liquidate such expenditures, and provide for the same in the next tax levy of the City and County.

CHAPTER VI.

SCHOOL HOUSES AND LOTS.

New School Houses

SECTION 1. When any locality in the City and County is unprovided with sufficient school accommodations, the Board of Education may, by resolution, make a requisition upon the Board of Public Works for plans and specifications and estimates for a new school house,

Plans and Estimates

specifying the number of class rooms needed, the location of the proposed school house, the

date upon which it should be completed, the amount of money in the School Fund available for the purpose, and such other information as will enable the Board of Public Works to prepare the necessary plans, specifications and estimates of cost for such school house.

If such plans, specifications and estimates are approved by the Board of Education, they shall be endorsed "Approved," with the date of such approval, by the President and Secretary thereof, and returned to the Board of Public Works, which shall proceed without delay to have such school house constructed and completed in accordance therewith.

Board of Public Works To Construct

Completion of School Houses

When such school house is completed, the Board of Public Works shall notify the Board of Education to examine the same, and if it has been built in accordance with the plans and specifications and within the estimated cost thereof, the Board of Education shall accept and take possession of it.

Repairs by Board of Public Works

SEC. 2. When any school house, building, fence or other property belonging to, or connected with, or under the control of, the Board of Education, needs repairing, altering or improving, the Board shall notify the Board of Public Works, specifying in general terms the work to be done. The Board of Public Works shall cause the same to be done forthwith, if the cost thereof shall not exceed two hundred and fifty dollars; otherwise the Board of Public Works shall submit plans, specifications and estimates of cost to the Board of Education for its approval, and if approved as provided in section one of this Chapter, the Board of Public Works shall cause the same to be done, and if done in accordance with the plans and specifications, and within such estimate, the same shall be

accepted and shall be paid for out of the Common School Fund.

Purchase of Lots

SEC. 3. When it is necessary to purchase a lot for the use of the School Department, the price paid for such lot shall not exceed the market value of adjacent property of equal size and similarly situated. Any school building hereafter constructed shall have a clear space of at least ten feet around the same.

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